response to the request for proposals for shelburne form-based zoning

Submitted to CCRPC  
19 September 2016  
From the consultant team of

PLACESENSE
Brandy Saxton, AICP

STONE ENVIRONMENTAL INC

parkarchitecture.com
I am pleased to submit this response to your Request for Proposals for the refinement of the existing Shelburne Road Form-Based Overlay District in the Town of Shelburne on behalf of our project team.

My planning practice has specialized in working with communities in Vermont since 2005, largely with drafting plans, land use regulations and design guidelines. These municipalities have ranged from Vermont’s smallest town, St. George, to one of its largest cities, South Burlington. More information on my firm and project experience is available online at www.PlaceSense.com.

PlaceSense has joined with Stone Environmental and parkarchitecture.com to undertake this project. This team will bring multi-disciplinary experience, direct knowledge of the study area and region, and a strong track record of successful work on similar projects to this effort.

This proposal is organized as follows:

1. Team
2. Approach
3. Cost Proposal (separately attached)
4. Resumes and Work Samples

We look forward to your consideration of our response and to working with the Chittenden County Regional Planning Commission and the Town of Shelburne on this project. Feel free to contact me with any questions or to request additional information.

Thank you,

Brandy Saxton, AICP
1.1. SUMMARY

A. PlaceSense

Brandy Saxton, AICP is a land use planner with 16 years of experience in community and regional planning in Vermont, primarily working in rural and small towns. Since 2005, she has been the sole proprietor of a woman-owned firm, PlaceSense, currently based in Hartland, Vermont. Brandy is a member of the American Planning Association and its Northern New England chapter, and has received professional certification through the American Institute of Certified Planners (AICP). She is currently serving as the NNECAPA State Director for Vermont. She holds Master’s degrees in Landscape Architecture and Public Administration from the SUNY College of Environmental Science and Forestry and the Maxwell School of Citizenship and Public Affairs, respectively.

Brandy will serve as the project manager, coordinating communications and document production on behalf of the team. She will take the lead on drafting revised and supplemental provisions related to infill and redevelopment within the Shelburne Road Form-Based Overlay District. She will work jointly with Paul on the provisions relating to enhancing the pedestrian-, bicycle-, and transit-friendliness of the district, and on efforts to publicize the benefits of the form-based code.

B. Stone Environmental

Amy Macrellis has over a decade of experience providing technical leadership and editorial support for stormwater and wastewater management projects, policy development, treatment system evaluation and design, and applied water quality research projects. Her recent work has focused on the implementation of green stormwater infrastructure in policy and practice for municipalities and state agencies, including the VTrans Operations Division and the Vermont ANR Stormwater Program. She also completes site, soil, and hydrogeologic evaluations in preparation for design and construction of stormwater BMPs and community wastewater systems. Amy will be responsible for the stormwater management aspects of this project.

C. parkarchitecture.com

Paul Simon, with over 20 years of experience, has provided award-winning design abilities and a range of services including public art, architectural planning, landscape design, site planning, and management for public and private clients throughout the United States. With a focus on sustainable design, Paul specializes in modern gardens, signature development solutions, high-end residential design, resort design, courtyards, public parks, municipal facilities, memorials and sculptural works. In addition, he brings a wealth of knowledge and guidance on project permitting, municipal requirements, green design initiatives, sustainability, Architectural Access Board requirements, ADA Americans with Disabilities Act requirements, engineering design, grading, stormwater drainage design, rainwater harvesting, irrigation design, environmental resource management, and lighting design, from schematic design level plans through construction documents and construction administration services.

Paul will take the lead on the work related to building materials and signs, as well as coordinating with Brandy and Amy on other aspects of the project.

1.2. RESUMES AND WORK SAMPLES

Resumes and work samples for all team members are attached to this technical proposal.
1.3. RECENT PROJECTS

A. PlaceSense
- Design Review in Shelburne
- Mallets Bay Village Plan, Colchester, Vermont
- Town of Brattleboro Land Use Regulations
- Village Center Form-Based Code and Land Use Regulations, Westford, Vermont
- Severance Corners Form-Based Code, Colchester, Vermont

B. Stone Environmental
- Technical Support for the Mallets Bay Initiative, Colchester, Vermont
- Vermont Green Stormwater Infrastructure Simplified Sizing Tool for Small Projects, Vermont League of Cities and Towns and the Vermont Department of Conservation
- Integration of Stormwater Management into Land Development Regulations, South Burlington, Vermont

C. parkarchitecture.com
- Maxwell Green, Sommerville, Massachusetts
- The Brewery, Jamaica Plain, Boston, Massachusetts

1.4. REFERENCES

A. PlaceSense
- Sarah Hadd, Colchester Director of Planning & Zoning, (802) 264-5602, shadd@colchestervt.gov
- Sue Fillion, Brattleboro Planner, (802) 251-8112, sfillion@brattleboro.org
- Seth Jensen, Lamoille County Planning Commission, Principal Planner, (802) 851-6337, seth@lcpcvt.org

B. Stone Environmental
- Sarah Hadd, Colchester Director of Planning & Zoning, (802) 264-5602, shadd@colchestervt.gov
- Milly Archer, Vermont League of Cities and Towns, (802) 229-9111, marcher@vlct.org
- Tom DiPietro, South Burlington Deputy Director of Public Works, (802) 658-7961 ext. 108, tdipietro@sbrurl.com

C. parkarchitecture.com
- Sarah Hadd, Colchester Director of Planning & Zoning, (802) 264-5602, shadd@colchestervt.gov
- David White, President and Founder White+Burke, (802) 862-1225 ext. 13, dwhite@whiteandburke.com
- Sherry Doane, Vice President of Operations Northfield Savings Bank, (802) 661-5346, sherryd@nsbvt.com
2 APPROACH

2.1. REVIEW THE FBC

Our consultant team will review the Shelburne Road Form-Based Overlay District to assess its effectiveness at furthering community goals related to multi-modal transportation, stormwater management, infill development, architectural quality, signage and public art. We will summarize our findings and initial recommendations in a technical review memo, which we will distribute to town staff and the Planning Commission for comment.

**DELIVERABLES.** Our team’s project coordinator will prepare notes documenting what we learned and discussed during the project kick-off meeting. Our team will prepare a technical review memo summarizing our findings and initial recommendations for revising and supplementing the code.

**CLIENT INVOLVEMENT.** The client will provide our team with all documents and other available material relevant to the project. Town planning staff will distribute and review the technical memo with the Planning Commission and provide our team with comments to guide development of the revised and supplemental code provisions.

2.2. REVISE AND SUPPLEMENT THE FBC

**A. Walking, Biking and Transit**

Our consultant team will recommend revisions to the regulations or additional standards to ensure that development proposed under the Shelburne Road Form-Based Overlay District will result in a built environment that reduces auto-dependence by improving the safety, convenience and experience of walking, biking and using transit.

Given the amount of pre-existing development within the district, we anticipate exploring the requirements for retrofitting nonconforming pedestrian, bicycle and transit access when applicants propose infill or redevelopment of previously developed sites. For example, the code currently requires changes and expansions of uses to fully comply with bicycle parking requirements, but does not require compliance with pedestrian access standards. Reconsideration of when improvements to pedestrian, bicycle and transit infrastructure will be required could further the town’s goals to encourage a more pedestrian-, bicycle- and transit-friendly built environment.
B. Stormwater Management

Our consultant team will identify strategies to encourage development proposed under the Shelburne Road Form-Based Overlay District that provides improved stormwater management, particularly for infill or redevelopment projects.

The code currently requires development to meet stormwater best management practices (BMPs) where at least a half-acre of impervious surface exists (or will exist) on an applicant’s property. In a few instances, the code requires applicants to integrate storm water management practices with other aspects of proposed development. There are opportunities to expand that approach to encourage applicants to use low impact development techniques and green stormwater infrastructure to reduce the quantity and improve the quality of runoff generated by development.

For example, Section 1.6.3.F.3.a of the code requires large parking lots to be designed with “divider islands” and “terminal islands” that function to gather and treat stormwater runoff through the use of bio-retention facilities or other means. Similar requirements could be applied to existing parking lot renovation (potentially linked to the extent of the work or investment being made), development of small parking lots, or perimeter landscaping (dual function of screening and stormwater treatment). There are other opportunities for required green space, including planting strips within the public realm, to serve dual functions as both landscape enhancement and stormwater treatment practices. As the code is currently written, applicants would likely need a waiver to deviate from the street design standards to implement the curbing, drainage facilities, landscaping and/or paving materials typical of ‘green’ streets that use low impact development techniques and green stormwater infrastructure.

We anticipate exploring strategies for communicating the benefits of designing with green infrastructure to applicants, as well as seeking strategies to incentivize integrating stormwater BMPs into landscaping, parking, and structure design. We will also consider options for creating incentives outside of the code, such as reduced permitting fees or expedited review for projects that emphasize low impact development or green stormwater BMPs, or for projects where BMPs are proposed to capture and treat greater runoff volumes than are currently required—especially where these projects fall within the stormwater flow-impaired Munroe Brook watershed.

C. Infill and Redevelopment

Our consultant team will draft supplemental regulations to be incorporated into the Shelburne Road Form-Based Overlay District that will clarify how the building and lot types and standards (Figure 1.4.7) will be applied to infill on previously developed lots and on lots with more than one principal building. The supplemental regulations will also provide additional guidance on whether retrofitting of other nonconforming aspects of pre-existing development (ex. parking, stormwater, pedestrian access, etc.) will be required when an applicant is seeking approval for infill or redevelopment of a previously developed site under the code.
The code currently requires applicants to obtain a waiver to construct more than one principal building on a lot. We anticipate exploring whether this provision could discourage infill development, particularly in the Mixed-Use Street and Mixed-Use Neighborhood Character Districts where the goal is to bring development closer to Route 7 to create a street wall and sense of enclosure.

Further, the code does not address how to calculate development potential on infill development sites. One option for resolving this issue is to develop a mechanism for calculating the density of pre-existing density on the site based on factors such as number of dwelling units and percentage of open space that will be consistent with the maximum allowable density of new development allowed under the Shelburne Road Form-Based Overlay District. There could also be opportunities for incentivizing desired infill development by calculating the density of existing development at a reduced level as compared to new development, essentially creating a density bonus. The code currently reduces density when a listed historic structure is demolished to allow for new development, but it could also offer a bonus when a listed historic structure is rehabilitated and incorporated into an infill development project.

D. Building materials
Our consultant team will prepare building materials standards to be incorporated into Section 1.4.2.O of the Shelburne Road Form-Based Overlay District. We anticipate that the standards will call for the use of high-quality, durable materials that enrich the built environment through use of scale, texture, color and architectural details, and that they will promote designs that incorporate a variety of complementary exterior materials that provide visual interest without becoming overly complex.

The standards will also need to address requirements for continuity of materials on all sides of a building, as well as for the location of and transitional details between material changes. This section of the code should also address façade upgrades to existing buildings and the extent to which such projects would have to conform to the building materials requirements.

E. Signs and Public Art
The Shelburne Road Form-Based Overlay District is a gateway to the town, and its character and built environment create a “first impression” of the community. One of the goals of the form-based code is to encourage higher-quality, attractive and distinctive development that enhances that first impression. Signage and public art within and adjacent to the street are essential elements establishing the character of this corridor.

Our consultant team will develop supplemental standards for signage and public art to ensure that these elements are being designed to contribute to a positive visual image of this area that promotes community pride and identity, including standards for wayfinding signs to be added to 1.6.5.1.12.
DELIVERABLES. Our team will prepare draft language, with associated tables and graphics, to revise or supplement the code. We will distribute these materials to town planning staff and the Planning Commission for review. We will revise the provisions as needed based on staff, Planning Commission and community feedback.

CLIENT INVOLVEMENT. The client will review and comment on draft language.

2.3. PUBLICIZE AND EXPLAIN THE FBC

The Shelburne Road Form-Based Overlay District offers applicants an alternative set of rules that are intended to promote a more sustainable approach to development and to result in a well-designed, high-quality built environment. This alternative is new and represents a significant change in how Shelburne regulates land use. The town would like to encourage projects that are designed and approved under the new code. However, for those landowners and developers not familiar with form-based codes, the potential benefits of using this alternative set of rules may not be readily apparent. The rules and approval process may seem complex and cumbersome as compared to the more familiar underlying zoning.

Our consultant team will assist the Town of Shelburne in promoting the benefits of choosing to develop property under the provisions of the Shelburne Road Form-Based Overlay District and demonstrating the advantages of the form of development that would result from the use of those alternative rules by developing content for a web-based user guide to the form-based code to be integrated into the town’s website. The user guide will walk potential applicants through the project design and development review process in the Shelburne Road Form-Based Overlay District, and would use examples from other communities that have implemented similar form-based codes to highlight the opportunities and benefits this approach offers Shelburne’s business and development community.

The web-based user guide would illustrate how the form-base code components (building placement, parking placement, building types, building height, building elements, street-facing transparency and articulation, pedestrian access, streetscaping, etc.) work together to produce the dense, walkable, connected, transit-oriented development the community desires within the district. The guide will be a “build-your-own” tool that would allow potential applicants and others interested in the code to design a site by making a series of selections based on form-based code standards. This would be combined with “success stories” that present examples of comparable projects approved under form-based codes in other communities.

DELIVERABLES. An interactive, web-based user guide suitable for inclusion on the town’s website.

CLIENT INVOLVEMENT. Town staff will assist our team in coordinating with the town’s website provider as necessary to ensure the resulting user guide is appropriately constructed to work with the town’s website.
2.4. FACILITATE PROJECT MEETINGS

A. Kick-Off Meeting
Our consultant team will meet with town planning staff and the Shelburne Planning Commission. The purpose of this meeting will be to identify the town’s goals for the project and to review our team’s approach to successfully completing the project.

In advance of this meeting, team members will contact town planning staff to learn more about how the form-based code has been implemented since its adoption, and with their input identify areas for further refinement and supplemental provisions that should be incorporated into the code. This information will help us develop an agenda for the kick-off meeting and will make the most efficient use of our time with the Planning Commission.

B. Check-In Meeting
Our consultant team will meet with town planning staff and the Shelburne Planning Commission to review and take comment on the first draft of proposed new or revised provisions to be incorporated into the Shelburne Road Form-Based Overlay District prior to presenting the concepts to the public at a community workshop.

C. Community Workshop
Our consultant team will facilitate a community workshop to present and take comment on the proposed new or revised provisions to be incorporated into the Shelburne Road Form-Based Overlay District. We anticipate using many of the “success story” examples and other graphics developed under Task 2.3 to illustrate the intent of the code and the proposed changes.

D. Follow-Up Meeting
Our consultant team will meet with town planning staff and the Shelburne Planning Commission to discuss the feedback received during the community workshop and what further changes or refinements may be needed to the proposed new or revised provisions to be incorporated into the Shelburne Road Form-Based Overlay District prior to the final draft to the Selectboard.
E. Final Presentation
Our consultant team will present the recommended changes to the Shelburne Road Form-Based Overlay District to the Selectboard.

DELIVERABLES. Our team’s project manager will prepare meeting notes for all Planning Commission meetings and the community workshop.

CLIENT INVOLVEMENT. Town planning staff will assist our team’s project manager with scheduling, organizing and publicizing Planning Commission meetings, the community workshop and the final presentation as needed.

2.5. PREPARE FINAL DELIVERABLES
Our consultant team will provide the Town of Shelburne with a PDF of the final draft Shelburne Road Form-Based Overlay District suitable for printing and online distribution, along with the document in Microsoft Word format and all graphics as high-resolution PDFs or JPGs. We will package the web-based user guide so that the town can provide the necessary content and files to its website provider to be added to the Town of Shelburne website.
## 2.6. PROJECT TIMELINE AND MILESTONES

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PLACESENSE

Profile
PlaceSense specializes in community planning and design. Established in 2005 by Brandy Saxton, AICP, PlaceSense is a sole-proprietorship that works with municipal, nonprofit and private sector clients around Vermont to create attractive public places that encourage a sense of community, enhance natural features and promote economic vitality. In addition to preparing municipal plans and land use regulations, PlaceSense has been involved in the planning of village centers and downtown master plans, growth center planning, main street improvements, waterfront revitalization programs, design guidelines, and landscape and trail designs.

PlaceSense recognizes that public engagement and support is key to successful community planning and design projects. Brandy Saxton has experience with a variety of public participation methods, including public opinion surveys, interactive planning workshops, interviews with key stakeholders and officials, focus group discussions, and visualization techniques. Her deliverable products are always visually interesting, easy-to-read and user-friendly.

As a small firm, PlaceSense provides timely and personal service for clients at competitive rates. Brandy Saxton is working on a limited number of projects at any given time, which allows her to focus on each client’s needs and work within their schedule. With low administrative and overhead costs, PlaceSense provides high-quality professional services at more competitive rates than larger firms.

PlaceSense works primarily with rural communities and small towns, but has experience providing consulting services for larger municipalities and private sector clients as well. As her firm’s name suggests, Brandy Saxton recognizes that a sense of place is an essential component of community vitality and quality of life. She believes that the planning and design process should build upon the community’s character and resources. Plans and reports produced by PlaceSense are more than boiler-plate documents; they incorporate local information and address local issues in a manner that reflects the unique character of their community.

Services
- Town/Comprehensive Planning
- Land Use Regulations and Design Guidelines
- Master Planning and Conceptual Design
- Complete Streets and Streetscape Design
- Recreation and Trail Planning
- Public Participation and Planning Workshops
- Opinion Surveys and Focus Groups
- GIS Mapping and Build-Out Analysis
- Economic and Demographic Analysis
- Cost of Community Services Analysis
- Capital Improvement Programs
- Grant Writing and Administration
BRANDY SAXTON, AICP

Profile
Brandy Saxton is a land use planner with more than 15 years of experience in community and regional planning, preparing land use regulations and design guidelines, GIS mapping and analysis, demographic research and statistical analysis, and authoring grant applications.

Brandy excels at engaging project stakeholders and the public at large in the planning process resulting in projects with achievable objectives and feasible implementation measures. With an eye for detail, organizational abilities and inherent design sense, she maintains a high level of quality and service for clients.

Brandy is recognized for her ability to write clearly and precisely, and to prepare documents that are visually compelling. She is also capable of producing web-based content, creating and hosting interactive web pages for many of her planning projects.

Brandy is a member of the American Planning Association and its Northern New England chapter (NNECAPA). She has received professional certification through the American Institute of Certified Planners (AICP) and stays abreast of current planning practices and innovative concepts through ongoing professional development. She is an active member of the Vermont Planners’ Association and is the Vermont State Director for NNECAPA. As a lifelong resident of small towns in northern New York and Vermont, she is well aware of the issues facing rural communities and the qualities that make small towns special places to live, work and visit.

Experience
- **2005 to present.** Owner, PlaceSense
- **2000 to 2005.** Senior Planner, Addison County Regional Planning Commission, Middlebury, Vermont
- **1999 to 2000.** Assistant, New York State Rural Development Council, Syracuse, New York
- **1998.** Intern, Essex County Empire Zone, Port Henry, New York

Education
- **2000.** Master of Public Administration, Maxwell School of Citizenship and Public Affairs, Syracuse University
- **2000.** Master of Landscape Architecture, State University of New York College of Environmental Science and Forestry
- **1996.** Bachelor of Arts in Art History and Anthropology, State University of New York Potsdam College
Skills

Land Use and Community Planning. Ms. Saxton has experience with land use planning from the regional to neighborhood level. She has prepared comprehensive/town plans for New York, New Hampshire and Vermont municipalities. She is familiar with state planning initiatives such as New York’s Waterfront Revitalization Program, Vermont’s Growth Center Program and New Hampshire’s Innovative Land Use Controls, which promote smart growth planning principles. Ms. Saxton, with her background in landscape architecture, is also able to prepare physical plans, and has a particular interest in downtown/village/hamlet design.

Land Use Regulations and Design Guidelines. Ms. Saxton has drafted land use regulations (zoning bylaws, subdivision ordinances, site plan review laws, unified development codes and design guidelines) for municipalities in New York, New Hampshire and Vermont. She is familiar with the statutory and other legal requirements in states around northern New England and New York. Ms. Saxton recognizes the importance of public involvement in the drafting of regulations and strives to ensure that the resulting laws are easy to understand and administer, which is particularly important in small communities without professional staff. Ms. Saxton incorporates illustrations into many of the regulations she prepares.

Economic Analysis and Growth Projections. Ms. Saxton is familiar with various methodologies and data sources for undertaking demographic and economic analyses. She has prepared population, housing and employment growth projections at the regional and municipal level. She is also capable of projecting demand for facilities or services associated with growth such as school enrollment/space needs, water/sewer infrastructure, and commercial floor space.

GIS Mapping and Build-Out Analysis. Ms. Saxton provides GIS services using ESRI ArcGIS software and other more generally available applications such as Google Earth/Maps. She incorporates GIS into the planning process, using tools like viewshed analyses, development suitability analyses and build-out analyses. She uses both CommunityViz and the Community Build-Out Analysis plug-ins for ArcGIS.

Grants and Project Management. Ms. Saxton has written grants for a variety of government programs, as well as private foundations. She has served as grant administrator and/or project manager for a number of projects and is familiar with the reporting requirements typical of grant-funded projects.
ELM STREET DESIGN

PlaceSense prepared a conceptual design for the section of Elm Street from Constable Street to Raymond Street in the Village of Malone, New York as part of the Malone Complete Streets Partnership’s Pedestrian Improvement Plan. This design is intended to illustrate the type of streetscape improvements would contribute to making a Malone a more ‘healthy place’ where people can safely travel on foot or bicycle.

Contact: Jamie Konkoski, North Country Healthy Heart Network, (518) 891-5855, jkonkoski@heartnetwork.org
ROUTE 5 SOUTH - RIVER ROAD STUDY

PlaceSense assisted the Town of Norwich to assess areas of town suitable for sustainable development and recommend changes to the town’s zoning to accommodate higher-density, mixed-use and energy-efficient development patterns. The study focused on two corridors - Route 5 South and River Road that are easily accessible from major transportation corridors and existing settlement areas, and are served by public transit. PlaceSense analyzed natural resource constraints, infrastructure needs and opportunities, and regional economic and demographic trends to create alternative development scenarios. Public workshops were held to get feedback on the scenarios and refine a recommended regulatory approach to further the land use and sustainability goals of the town plan.

Contact: Phil Dechert, Town of Norwich, (802) 649-1419 ext. 4, pdechert@norwich.vt.us
ROUTE 4 • ENFIELD

PlaceSense partnered with Broadreach Planning and Design to prepare a conceptual plan and implementing regulations for a portion of the Route 4 corridor in advance of extending sewer service to the area. The consultants conducted a multi-day charrette, which included a variety of public outreach activities, resulting in the conceptual plan and a shared vision for the study area. The second phase of the project involved developing a form-based code for implementing the plan and vision. Voters adopted the new form-based zoning district in 2013.

Contact: Nate Miller, Upper Valley Lake Sunapee RPC, (603) 448-1680, nmiller@uvlsrpc.org
BRATTLEBORO LAND USE REGULATIONS

PlaceSense recently completed a comprehensive revision and unification of the Town of Brattleboro’s zoning and subdivision regulations. The project included development of design standards and guidelines for many of the town’s zoning districts, complemented by more specific dimensional and engineering standards with the goal of improving clarity so that the development review process will be more consistent and predictable.

Contact: Sue Fillion, Brattleboro Planner, (802) 251-8112, sfillion@brattleboro.org
WESTFORD TOWN COMMON PLAN AND CODE

PlaceSense worked with the Town of Westford, Vermont on a master plan and implementing regulations for their Town Common area and major highway corridors. This project involved a series of public outreach efforts, including a visual preference survey conducted at various public venues and two hands-on workshops focused on the form and character of future development in the study area. The result was a unified hybrid code based on form-based approaches in the Town Common and performance zoning along the highway corridors.

Contact: Melissa Manka, Town of Westford, (802) 878-4587, planner@westfordvt.us

Within the T4 and T5 zones, between 30% and 75% of the ground floor wall area of a principal building facade must be glazed with clear glass. Between 20% and 40% of the upper floor wall areas of a principal building facade must be glazed with clear glass. The percentage of glass on the upper floors must not be greater than on the ground floor.
Amy Macrellis / Project Water Quality Specialist

Amy has over a decade of experience providing technical leadership and editorial support for stormwater and wastewater management projects, policy development, treatment system evaluation and design, and applied water quality research projects. Her recent work has focused on the implementation of green stormwater infrastructure in policy and practice for municipalities and state agencies, including the VTrans Operations Division and the Vermont ANR Stormwater Program. She also completes site, soil, and hydrogeologic evaluations in preparation for design and construction of stormwater BMPs and community wastewater systems.

Related Project Experience

Technical Support for the Malletts Bay Initiative, Colchester, Vermont, 2015-2016

Working with PlaceSense, Amy contributed green stormwater management expertise to an update of the regulations governing land use along West Lakeshore Drive and the southern shore of Malletts Bay in Colchester. She helped to facilitate a series of public workshops, and distilled the public input from workshops into more defined concepts to be incorporated in new zoning language. Amy assisted with the drafting of standards for the new zoning district, including performance standards and management goals for green stormwater infrastructure, as well as to improve the area’s resilience to both inundation along the lakeshore and erosion from higher elevations during high-intensity rain events. The proposed zoning regulations were unanimously approved by the Colchester Select Board in August 2016 and are now in effect.

Vermont Green Stormwater Infrastructure Simplified Sizing Tool for Small Projects, 2015

Amy completed a review of simplified sizing tools and methodologies developed for other jurisdictions across the US, and then developed a Vermont-specific sizing and crediting methodology for a suite of 10 green infrastructure practices. She utilized this framework and performance standards in the forthcoming draft of the Vermont Stormwater Management Manual, and sizing details from other simplified sizing methodologies where appropriate. Amy developed a sizing calculation spreadsheet and was the primary author of practice-specific design guidance and associated standard details and specification sheets. She prepared and presented practical applications of the guidance and sizing spreadsheet tool for a webinar, which was delivered in November 2015.

Integration of Stormwater BMPs into Land Development Regulations, City of South Burlington, 2012-2013, South Burlington, Vermont

Amy worked with the City of South Burlington, Vermont’s Public Works and Planning Department staff to explore ways to incorporate stormwater treatment practices, particularly “green infrastructure” and infiltration-based practices, into the City’s land development regulations. She compiled background information for benchmarking and evaluation of best practice, and drafted a decision matrix and proposed best approach. Amy coordinated a “stormwater lunch”, where local engineers were invited to comment on the City’s preferred approach. She also authored a technical memo highlighting specific areas of the City’s land development regulations where existing requirements were in accord or conflicting with stormwater management.

Years of Experience / 17
Years of Experience at Stone / 16

Education
M.S., Environmental Geoscience, 1999, Michigan State University
B.A., Geological Sciences with Environmental Science concentration, 1997, Albion College

Professional Certifications
OSHA 40-Hour HAZWOPER certification
Vermont Natural Shoreland Erosion Control Certification, Vermont DEC, January 2016.

Honors and Awards
Alpha Lambda Delta, Omicron Delta Kappa, Phi Beta Kappa, Sigma Gamma Epsilon, Sigma Xi.

Professional and Community Activities
Vermont Green Infrastructure Roundtable
Vermont Planners Association
National Onsite Wastewater Recycling Association
Geological Society of America
Water Environment Research Foundation

Additional Education
goals. The proposed revisions to the South Burlington Land Development Regulations were ultimately approved 5-0 by the City Council and became effective on April 11, 2016.


Amy was a supporting researcher and author of a literature review and concise report comparing current practice from Vermont’s Stormwater Management Manual with practices from other states with similar climates and environmental issues. The report made recommendations for changes or additions to the manual, and was a foundation document for the ongoing process of updating the state’s manual, which Amy helped to facilitate as part of a multi-disciplinary consulting team. Following a series of stakeholder meetings, the team developed a draft revised manual. During the drafting process, Amy conducted additional research regarding stormwater BMP pollutant removal performance and wrote practice standards including those for infiltration basins/trenches, disconnection-based practices, reforestation, and post-construction soil depth and quality. Amy was also responsible for responding to regulatory agency comments and for compiling the final draft manual, which is proceeding through the formal rule-making process as of September, 2016. Materials that Amy and other team members prepared and presented for this project can be found at [http://www.vtwaterquality.org/stormwater/htm/sw_manualrevision.htm](http://www.vtwaterquality.org/stormwater/htm/sw_manualrevision.htm).

**White Papers: Tree Credits and Expedited Stormwater Permitting, Vermont Urban and Community Forestry Program, 2013-2014**

Amy was the primary author of two concise guidance documents: one summarizing the state of knowledge regarding the stormwater management benefits of trees at the individual tree and site scales, and one that explores how states and municipalities have worked to apply credits or other incentives that account for trees’ stormwater management benefits. She also provided editorial support for a white paper describing how “tree credits” might be applied at a watershed or catchment scale rather than only on a site-specific basis. Amy also drafted a stormwater management practice standard for reforestation based on the information in the white papers, to be included in the forthcoming Vermont Stormwater Management Manual.

**Development of a Flow Restoration Plan for Englesby Brook, 2014-present, Burlington, Vermont**

Amy led field verification of existing stormwater infrastructure mapping within the Englesby Brook watershed, especially as it relates to the potential for completing streambank or floodplain restoration projects as part of a plan to meet required stormwater flow reductions. She supported development of conceptual stormwater retrofit practices, including GIS mapping of proposed practice drainage areas and practice areas, for input into the BMP-DSS model.

**Burlington Integrated Stormwater Master Planning, Burlington, Vermont, 2016-present**

As part of a multi-disciplinary team of scientists, modelers, engineers, and planners, Amy will collect, organize, and consolidate existing datasets, and will assist in the development of a City-wide runoff management opportunities map. The opportunities map will compile existing and anticipated opportunities on public and private property using already-completed restoration plans and Green Streets project plans. She will also support development of a prioritized list of runoff management opportunities, including field identification and evaluation of additional opportunities and calculating anticipated pollutant load reductions potentially achieved by each project.

**Green Stormwater Infrastructure Documents and Assessment Tools for VTrans, 2015-present**

Amy is the primary researcher on this project for the Vermont Agency of Transportation’s Operations Division. The project goal is to develop and implement a series of site assessment tools to document that green stormwater infrastructure (GSI) practices and principles were considered, and were implemented where applicable, as part of state highway (linear) projects and facilities designed and constructed by VTrans. The tools developed will include feasibility checklists, guidance documents, and a mechanism for quantitatively tracking opportunities for and implementation of GSI measures (e.g., linear feet of roadway treated, acres of impervious area treated) suitable for annual reporting.

**Fact Sheet Series - Stormwater Friendly Driveways, City of Burlington, 2013, Burlington, Vermont**

Amy developed simple, effective publication layout templates using Microsoft Publisher, edited fact sheet content developed by Stone and the City of Burlington for clarity and length, and finalized a series of fact sheets targeted at Burlington homeowners considering site renovations. The final fact sheets are available at [https://www.burlingtonvt.gov/DPW/Stormwater-Friendly-Driveways](https://www.burlingtonvt.gov/DPW/Stormwater-Friendly-Driveways).
STONE worked with the Vermont League of Cities and Towns and staff from multiple divisions of the Vermont Department of Environmental Conservation to develop illustrated guidance and a simplified sizing methodology for a variety of green stormwater infrastructure (GSI) practices, which were released in the fall of 2015. The guidance, which also includes standard schematics and construction specifications, accompanies VLCT’s updated Low Impact Development / GSI Model Bylaw, and is intended to support implementation of stormwater management practices on small-scale (sub-jurisdictional) development and redevelopment projects in Vermont’s smaller and medium-sized communities.

Following a review of simplified sizing tools and methodologies developed for other jurisdictions across the US, Stone developed a Vermont-specific sizing and crediting methodology for a suite of 10 GSI practices. We established parallels, to the greatest extent possible, with the framework and performance standards in the revised Vermont Stormwater Management Manual, which was recently released for pre-rulemaking review and comment. Stone developed a sizing calculation spreadsheet that supports sizing of GSI BMPs as a function of select parameters that are easily understood by applicants, including impervious surface treated and soil infiltration rates. The spreadsheet is underpinned by a set of practice-specific design requirements, formatted as fact sheets. Each fact sheet identifies feasibility considerations, as well as basic pre-treatment, treatment design, and maintenance requirements for each practice. The fact sheets also contain standard details for the practice, which highlight assumptions made in developing sizing criteria. Two design examples, applying the fact sheets and spreadsheet tool to real-world projects, were developed and presented in a webinar.

Tree planting and retention is one of 10 green infrastructure practices included in the guidance and sizing tool.
STONE was a specialist member of the planning team, contributing green stormwater management expertise to an update of the regulations governing land use along West Lakeshore Drive and the southern shore of Malletts Bay in Colchester. The project began with an intensive series of public workshops, each of which began with an “open house” or “in the field” component, followed by a public meeting where the consulting team synthesized earlier informal discussion into more defined concepts to be incorporated into the new zoning district. Out of these discussions, the following priorities for the Bay were expressed most often:

- Improved water resources;
- Improved recreational, cultural, and educational opportunities for all ages;
- Welcoming, small-scale, yet vibrant infill and redevelopment;
- A safe and efficient transportation system for all users; and
- A four-season destination for both residents and tourists.

Building upon the foundation of prior planning efforts and guided by input received at the public workshops, the consultant team drafted standards for a new zoning district. The language includes requirements for flood-proofing and flood resilience, green stormwater infrastructure (including use of the Vermont GSI Simplified Sizing Tool developed by Stone for the Vermont League of Cities and Towns to demonstrate that the “first inch” of rainfall runoff from impervious surfaces is adequately treated on the site), and pedestrian/bicycle amenities. In August 2016, the Colchester Select Board voted unanimously to approve the Malletts Bay Initiative, and the new zoning regulations are now in effect. More information about this project is available at http://colchestervt.gov/608/Malletts-Bay-Initiative.
Integration of Stormwater Best Management Practices into Land Development Regulations

Services / Expertise
Water Resources Management
Stormwater Planning and Policy Development
Public Outreach

Markets
Municipal Clients and Regional Planning Commissions

Project Location
South Burlington, Vermont

Date Completed
2012-2013

Project Owner
City of South Burlington

Point of Contact / Reference
Tom DiPietro
Deputy Director of Public Works
City of South Burlington
575 Dorset Street
South Burlington, VT 05403
(802) 658-7961 x 108
tdpietro@sbrurl.com

Project ID#
12-077

Project Manager
Julie Moore, P.E.
802.229.1881
jmoore@stone-env.com

Project Team
Amy Macrellis

This overflow parking area surfaced with grass pavers (at Advanced Auto in South Burlington) is one example of the green stormwater infrastructure practices that may be implemented under the new LDRs.

In 2005, the City of South Burlington became the first in Vermont to implement a stormwater utility as a means to finance and provide ongoing stormwater system maintenance, upgrades, and technical support. Since the utility’s formation, South Burlington’s City Council has adopted standards and provisions in its Land Development Regulations (LDRs) for surface water protection and stream buffering, for construction and erosion control, and for site design, snow storage, landscaping, and trash containment. However, there are many other opportunities to include sensible stormwater management practices in the LDRs.

Stone and an engineering partner worked with the City of South Burlington’s Public Works and Planning/Zoning Departments in 2012-2013 to:

- Identify areas where stormwater BMPs can be incorporated into the LDRs;
- Provide an analysis of the impact that changes will have on development;
- Provide specific language that can be included in the South Burlington LDRs; and
- Coordinate and facilitate an “engineers’ lunch” to present proposed language, and to gather input from stakeholders most likely to be affected by changes to stormwater-related development standards in South Burlington.

The proposed revisions to the South Burlington Land Development Regulations were ultimately approved 5-0 by the City Council and became effective on April 11, 2016.
Paul Simon, Landscape Architect
388 Dogford Road, Hanover, NH
Cell: 617-905-0467

Employment History:

**parkarchitecture.com** - Paul Simon, DBA, Nationally - 2007 to Present, Hanover, NH
Professional Consulting, Sustainable design, Public Art & Landscape Architecture throughout the US.

White + Burke – Real Estate Investment Advisors – February 2012 to September 2016
Burlington VT, Senior Project Manager for various real estate developments throughout Vermont

The National Gardening Association, 2010 to 2013
Landscape Horticulturalist, Landscape Architect, and Editor for national work.

Beals and Thomas, Inc., Southborough, MA 2007 to 2008
Senior Landscape Architect, Project Manager

Gala Simon Associates Engineering and Landscape Architects, Belmont, MA
Principal/Landscape Architect 2004 to 2007
Project Manager for a variety of projects from Public Park Improvements, Commercial, Municipal Projects and Subdivision Developments.

Beals and Thomas, Inc., Southborough, MA 2003 to 2004
Senior Landscape Architect & Project Manager

Moriece and Gary Landscape Architects, Inc., Charlestown, MA 2000 to 2003
Position: Project Manager. Responsibilities include full architectural and engineering services from schematic design and permitting to construction documents, grading and drainage, graphic presentations, site detailing, specifications, cost estimating, bidding, and construction administration. Featured work includes Abigail Adams Park and Planet Walk.

Anderson Lesniak Associates Ltd., Inc. Tampa, FL 1998 to 2000
Project Manager. Scope of services included pool design, hardscape design, layout plans, lighting plans, grading and drainage, landscape design, irrigation design, site details, and site observation.

Scruggs and Hammond Inc. Lexington, KY 1997 to 1998
Designer. Responsibilities include landscape design, graphics illustration, environmental analysis, field research and cad drawings.

U.S. Army Reserves 1992 to 2000

Project Manager Qualifications / Services and expertise:

- **Outstanding communication and leadership.** With several years of project management experience, exceptional communication skills, leadership, computer, written, time management, scheduling, analytical, facilitation, problem solving, multi-tasking and organizational skills.

- **Software Capabilities.** Advanced level AutoCad, Photoshop, and Microsoft Office.

- **Detailed Construction Documents and Specifications.** Highly experienced in managing the development of working drawings including but not limited to feasibility analysis plans, existing conditions and site preparation plans, erosion control plans, site demolition plans, site layout, grading and drainage plans, utility plans including sewer, storm water collection, gas, electric, and technical specifications including front end specs when necessary.

- **Cost Estimating.** Extensive experience for all site development aspects.

- **Sustainable Design.** Employing best practices in the development and conservation of land and water resource areas.
• **Construction bidding.** Extensive experience assisting cities and towns from initial advertising, to attendance at pre-bid meetings to answer questions regarding construction documents, provide contractor reference reviews, and assistance in the selection of the lowest-bid and most responsible contractors for select projects.

• **Construction Admin, Construction Inspections & Owners Rep:** including initial contractor ‘schedule of values’ reports, review of construction submittals, processing payment requisitions, review and processing change orders, project oversight, coordination of site construction meetings, perform construction measurements, on-site inspections & safety standards.

• **Permitting** experience including the management of permit submittals for regulatory compliance, including Federal, State and Local standards and details.

• **ADA and AAB requirements.** Specialized to insure that equal access requirements are met and constructed appropriately to meet the Americans with Disabilities Act and the Architectural Access Board requirements.

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**Education**

1998 Bachelor of Science, Landscape Architecture – University of Kentucky
2011 University of Vermont – Extension Master Gardener Course

**Licenses**

Vermont – Professional Landscape Architect (licensed)
Massachusetts – Professional Landscape Architect (licensed)

**Professional Affiliations & Certifications**

American Society of Landscape Architects
Boston Society of Landscape Architects
Vermont Society of Landscape Architects
Urban Design Professional Practice Network
Americans for the Arts Member
SEABA Member

**Volunteer Work**

Advisory Landscape Architect to (OPR) VT Office of Professional Regulation
Executive Board Member – Vermont State Chapter ASLA
Supervisory Committee Member – North Country Credit Union
Chairmen - Colchester Vermont Development Review Board
Board Member – Colchester Planning Commission
Project Manager CDRC Community Design Resource Center in Boston
Volunteer Designer for BPS area Boston Public School Projects
Facilitator for the “Camp Holy Cross Vision Committee” - Colchester, VT

**National Publications**

2003 Planet Walk Publication in Landscape Architecture and Specifier News
2005 Worcester Fire Fighters Memorial Publication in Landscape Architecture and Specifier News
2009 work published in Competitions Magazine
entitled: “Resuscitating Black History in Alexandria”
2010 Co-Editor for “Exploring Plants in the Garden” for the First Lady’s White House Kitchen Garden, Washington DC
2013 Co-Author of Book entitled: “Urban Gardening for Dummies”

**National Competitions and Awards**

1998 American Society of Landscape Architects Merit Award Recipient, Lexington, KY
2004 1st Place Award for design of the Worcester Fire Fighters Memorial, Worcester, MA
2008 Award for the Contrabands and Freedmen’s Memorial, Alexandria, VA
2014 WebMD Award for Carson Daly & TODAY Show School Garden Plans, Brooklyn, NY

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**Maxwell Green – Somerville MA**

**Urban Gardening For Dummies**

Author – Urban Gardening For Dummies

**Contrabands and Freedmen’s Memorial, Alexandria, Virginia**
Paul Simon, Landscape Architect
388 Dogford Road, Hanover, NH
Cell: 617-905-0467

Maxwell Green – 199 unit Mixed-Use Form-Based Development in Somerville, Massachusetts. (permit plans & proposed perspective)

Project Designer for Rooftop Peace Garden Plan for the Muhammad Ali Center – Louisville, Kentucky

Project Manager for Malone Properties – Proposed Form-Based Mixed Use Development – South Burlington, Vermont
Crawford Street Park – Dorchester, MA Browne Fund Awarded Project for Landscape Architecture & Urban Art

1st Place Winning Design for the Worcester Fire Fighters Memorial Sculpture & 9 acre Park – Worcester Massachusetts

The Brewery – Jamaica Plain Massachusetts (Mixed-Use redevelopment of former Sam Adams Brewery in Boston)
Mr. Simon project-managed the permit development plans, including zoning review, site planning, layout, and engineering design drawings for a Form-Based 199-unit mix-use commercial and residential development in Somerville, Massachusetts for KSS Realty Partners.

With a focus on eco-living, Maxwell's Green is one of Boston's few smoke-free rental communities. Maxwell Green is built around an open courtyard and has direct access to the Somerville Bike Path. The development features bike storage, electric car charging stations, garage parking, fitness center, a yoga studio, and a dog park. The development offers residents a unique lifestyle, pairing urban living with a community "Green" feel. Scope included project management, permitting, sustainable design, and numerous green infrastructure solutions.

Scope included detailed CAD engineering plans including ADA grading and accessible route design, underground detention systems, water quality inlet structures, site layout design, pedestrian walks, bicycle ways, site lighting design, civil and landscape details, vehicular parking design, specialty detailing, cost estimating and landscape architecture.

Mr. Simon also created photo-realistic perspectives of the proposed development for the client’s presentation and marketing purposes.
This project involved the Urban Redevelopment of a 3.5 acre site at the former Samuel Adams Brewery complex in Boston to a mixed-use development.

Mr. Simon provided consulting services to Bayassociates Inc. which included civil site plan development, grading, drainage and utility design, structural plans, and full site landscape architecture plans including outdoor seating, ADA accessibility, site layout, parking, hardscape design, specialty and unique paving, and specialty site detailing with the historic character.

**Sustainability Integral to the Design Process** – Mr. Simon worked with the development team to preserve the character of the building while appropriately developing new portions of the site. Careful attention was given to ADA access requirements, pedestrian accommodations, bicycle parking and alternative transportation.

**Specialty Site Development** – Mr. Simon provided high detail CAD design components for various site amenities including walkways, landscaping, site furnishings, specialty paving, courtyards, retaining walls, and parking including compact spaces and motorcycle parking.