



Kevin Hanson &lt;khanson.pc@gmail.com&gt;

---

## 2022 Bylaw Modernization Grant next steps

2 messages

---

**Dodge, Alice** <Alice.Dodge@vermont.gov>  
To: "Lavoie, Jennifer" <Jennifer.Lavoie@vermont.gov>

Wed, May 3, 2023 at 3:14 PM

Good afternoon Grantees,

We hope everyone is making progress on their Bylaw update projects! We are starting to wind down towards the end of the grant term, which ends January 31, 2024, and wanted to provide guidance on next steps.

### Grant Award Payments:

All grantees are eligible to receive the first and second installments of grant funds if you have not already. Requests for the second installment of funds must be submitted with a completed Progress Report. An invoice requisition form was provided to everyone along with their grant agreement, and the Progress Report is embedded within that form. If you need this form resent, please let us know.

The final installment of grant funds is issued as a reimbursement after a successful grant closeout. Finally, as an incentive to adopt Zoning Bylaw amendments prior to the end of the grant term, *the required 10% cash match will be forgiven and disbursed to the municipality if the adopted Bylaw is submitted and approved as part of the grant closeout.*

### Closeout Submittals:

Attachment B – Payment Provisions (page 4) of the grant agreement lists all the documentation that needs to be submitted at closeout. Things to note:

- **Item 1a. Final Report:** the report shall be written on a form provided by the Department. This form is attached and must be submitted at closeout.
- **Item 1c. Financial Documentation** is often the most cumbersome part of the closeout process. Please review our requirements to ensure you are providing all necessary information. Remember all invoices that will be applied to the grant must fall within the grant term of February 1, 2022 – January 31, 2024.

The grant closeout requires a final report demonstrating compliance with the program's requirements. Please remember that all projects must:

- Increase housing choice, affordability, and opportunity *in smart growth areas*.
- Consult Vermont Housing Finance Agency's [community housing profile](#) and [housing-ready toolbox](#).

- Consult the [Enabling Better Places: A Zoning Guide for Vermont Neighborhoods](#).
- Consult the [Neighborhood Development Area](#) designation checklists as a model for pedestrian-oriented smart growth neighborhoods, as appropriate.
- Comply with State & Federal Fair Housing Law, including the fair housing provisions of Vermont's Planning & Development Act.
- Implement the municipal plan's housing chapter unless the chapter itself needs updating.
- Based on the best available information and as appropriate, identify municipal water supply and wastewater disposal capacity and system constraints, and map the service areas.
- Avoid development of and minimize impact to important natural resources.
- Increase allowed lot/building/dwelling unit density by adopting dimensional, use, parking, and other standards that allow compact neighborhood form and support walkable lot and unit density, which may be achieved with a standard allowing at least four per acre or allowing obtention of a State and/or municipal water & wastewater permit to determine allowable density.
- Increase allowed housing types and uses, which may include duplexes to the same extent as single-family homes.
- Reduce nonconformities by making the allowed standards principally conform to the existing settlement (lots, buildings, and uses) within designated centers.
- Include street standards that implement the complete streets principles as described in [19 V.S.A. §309d](#) and that are oriented to pedestrians.
- Include parking waiver provisions.
- Avoid new development in flood hazard areas, undeveloped floodplains, and river corridor areas, unless lawfully allowed for infill development or as acceptable in [§§29-201 of the Vermont Flood Hazard Area and River Corridor Rule](#).

If you have any questions on any aspect of the grant or closeout process, please [contact me](#) or [Jenni Lavoie](#).

Best regards,

Alice and Jenni

**Alice Dodge**, (she/her) Grants Management Specialist


Community Planning + Revitalization

Department of Housing and Community Development

Vermont Agency of Commerce & Community Development

[1 National Life Dr](#), Davis Bldg, 6th Floor | Montpelier, Vermont 05620-0501 | 802-505-3158

---

 **CPR-BMG-Closeout Form.pdf**  
171K

---

**Bristol Town Administrator** <townadmin@bristolvt.org>  
To: Kevin Hanson <khanson.pc@gmail.com>, Kris Perlee <zoning@bristolvt.org>

Wed, May 3, 2023 at 3:34 PM

Cc: Adam Lougee <alougee@acrpc.org>

Hi All,

You have probably also received this, but in case not ...

--Valerie

Valerie Capels, Town Administrator

Town of Bristol

1 South Street

P.O. Box 249

Bristol, VT 05443

P: (802) 453-2410 Ext. 1

F: (802) 453-5188

E: [townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)

W: [www.bristolvt.org](http://www.bristolvt.org)

FB: <https://www.facebook.com/bristolvt/>


IG: <https://www.instagram.com/townofbristolvt/>

Tw: @BristolTownAdm

Please note this email message, along with any response or reply, may be considered a public record subject to disclosure under the Vermont Public Records Law (1 V.S.A. §§ 315-320).

[Quoted text hidden]

---

 **CPR-BMG-Closeout Form.pdf**  
171K