

# RANDOLPH

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GEOGRAPHICALLY THE CENTER OF

VERMONT

PLANNING AND ZONING OFFICE  
Drawer B  
Randolph, Vermont 05060-0017

PHONE Randolph 802-728-9724

September 13, 1990

Eric Gilbertson, Director  
Division of Historic Preservation  
State of Vermont  
58 East State Street  
Montpelier, Vt. 05602

Dear Eric,

The Town of Randolph, Vermont has recently been awarded a Community Development Block Grant to develop a "Downtown Revitalization Plan and Strategy" and a "Industrial Park Feasibility Study".

Attached to this letter is the "Description of Activities" which outlines in detail the total components of these two planning studies.

We look forward to reading your input on the potential impacts to historic or archaeological properties.

Thank you for your time.

Sincerely,



Donald Rich  
Planning & Zoning Administrator

DR:wt

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#0135/90PG(01)

SPECIAL CONDITIONS

In addition to the general terms and conditions of this Agreement, the Town of Randolph and the Agency hereby agree to the following Special Conditions:

- (1) In conformance with Section XVII. Monitoring and Reporting (B), the Town of Randolph shall submit Progress and Financial Reports to the Agency according to the following schedule:
  - (a) For the period ending December 31, 1990, submission to the Agency is due no later than January 15, 1991.
  - (b) For the period ending June 30, 1991, submission to the Agency is due no later than July 15, 1991.
  - (c) For the period ending December 31, 1991, submission to the Agency is due no later than January 15, 1992.
  - (d) For the period ending June 30, 1992, submission to the Agency is due no later than July 15, 1992.
  - (e) In the event the Completion Date is extended, a Progress and Financial Report will be due fifteen days following the end of any subsequent quarter.
  - (f) These reports are due on or before the date specified unless the Final Program Report has been submitted to the Agency prior to said date.
  - (g) In conformance with Section VII. Obligations of Grantee (A), a copy of the contract for professional services between the Town of Randolph and the consultant(s) retained to perform the DESCRIPTION OF ACTIVITIES (Attachment B) shall be filed with the Agency prior to the requisitioning funds for work related to each consultant contract.  
Such document shall incorporate by reference within its provisions this Agreement, its activities and requirements as if fully set forth, and shall further include such language or provisions as may be required by federal or state law, regulation, or procedure.
  - (h) In conformance with Section V. Compensation (B), the Other Resources committed to this program shall be \$19,200 as specified in the DESCRIPTION OF ACTIVITIES (Attachment B). Evidence of the commitment of Other Resources shall be provided to the Agency prior to the first Requisition of VCDP Funds.
  - (i) In conformance with Section VII. Obligations of Grantee (A) the Town of Randolph shall submit to the Agency for approval a draft of the Downtown Revitalization Implementation Plan and Strategy and the Industrial Park Final Report at least 45 days prior to formal acceptance by the Grantee selectboard. The Plan and Report should be completed by March 30, 1992.



DESCRIPTION OF ACTIVITIES

The Town of Randolph will use \$13,800 in VCDP funds and will contribute \$19,200 in other resources to produce a Downtown Revitalization Plan and Strategy of the Central Business District (CBD) of Randolph and to determine the feasibility of developing an industrial park at the Town's landfill property on Beaville Road in Randolph. Both studies will potentially benefit persons of low and moderate income through the eventual creation and retention of jobs.

I. Downtown Revitalization Plan and Strategy (\$12,000 VCDP)

1. Analyze CBD Development Trends. A CBD study of development trends will cover the following areas: occupancy patterns, private investment, CBD employment and tenant out-migration, evaluation of the economic impact of changes in aggregate fair market values, a definition of Randolph's primary and secondary market areas, and finally, a determination of the CBD appropriate market share and a quantification of leakages in retail sales and office-related employment.

The above will be accomplished through field interviews with tenants and through the review and analysis of various state and local published data and statistics as well as through the following studies which were previously undertaken by the Town, but not yet utilized. a) Downtown Revitalization Study, Circus Studios, Waitsfield, Vermont (1978); b) Report of Downtown Potential, Beth Humstrone of Humstrone and Squires, Burlington, Vermont (1982); and, c) Transportation Access Study, Dufresne and Henry, Springfield, Vermont (1978).

The results of the above review and analysis will be presented at the first of three public hearings to be held throughout this planning effort. Participation will be encouraged of all attendees at the meetings. A focus group, charged with the responsibility of formulating a statement of goals and objectives, will be created concurrently with the first session.

2. Determine Cost/Benefits of Proposed Improvements. The costs associated with recommendations for public improvements by the above referenced studies will be updated and a method will be developed to calculate the cost-benefit ratios and to analyze the benefits associated with the proposed improvements for persons of low and moderate income as well as for the public in general.
3. Identify and Recommend Physical and Institutional Barriers to Growth Historical efforts to revitalize the CDB will be analyzed and recommendations will be made regarding the feasibility of such actions as: a) designating a lead agency to manage revitalization efforts; b) assisting downtown businesses to organize and coordinate advertising, store hours, parking and other activities; and, c) amend zoning by-laws to provide for more conformity in CBD land uses.



4. Develop Community Consensus. At the second and third public hearing the focus group and other Randolph citizens will participate in a hands-on planning exercise by which they will be asked to criticize, modify and add to the recommendations for physical and institutional improvements, using the cost/benefit model referenced on page 1 of this Description of Activities.
5. Prepare Implementation Strategy. Based on the outcome of the focus group sessions, the final report will be prepared which will include a strategy for implementing proposed improvements. In addition to including a priority listing of proposed programs and projects, this strategy will contain a financing plan and an interagency work program. The above will be presented to Randolph citizens at a public hearing, the focus of which will be to gain overall community consensus on the proposed strategy for the Downtown Revitalization Plan and Strategy.

## II. Industrial Park Feasibility Study (\$18,000 Town of Randolph)

Proposed Scope of Services. The proposed Scope of Services contains several specific work tasks, the end product of which will be an implementation strategy.

1. Conduct Market Analysis. Recent market trends will be studied to determine the likely demand for industrial building lots in Randolph. Consideration will be given to: sales and lease-up trends at similar facilities; identification of fastest growing industry groups; and matching target industry requirements with Randolph's locational attributes. Projections for occupancy and job creation will be developed.
2. Conduct Preliminary Engineering Investigations. A technical analyses will be conducted to determine the feasibility of extending off-site utilities and providing on-site services at the park. The study will consider: expected demands for water and sewer service; development capability of the site including soil and conditions and topography; and possible environmental impacts. Detailed cost estimates will be provided for recommended improvements.
3. Prepare Conceptual Lay-Out Plan. A conceptual lay-out plan will be prepared which will include the following: the proposed location and size of the building lots; the proposed location of site utilities; and other site improvements. Site planning will include a consideration of target industry data generated pursuant to number 1 (Market Analysis), above.
4. Prepare Financing Strategies. Two financing strategies will be prepared for the proposed park. Financing options may include: federal and state assistance, including VCDP, EDA Title IX grants, FmHA grants and loans; impact fees and/or user fees; pre-sale of lots and/or development rights; co-development with private sector; and combinations of the above. For each financing alternative, a pro-forma cash flow model will be developed, which will contain projections developed from the marketing study, and be utilized to determine financial feasibility.



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The financing strategy will provide a cost/benefit model by which development costs can be measured against anticipated community benefits, including increased property tax revenues, additional employment, and income enhancement.

5. Prepare Final Report. A final written report will contain findings and recommendations, and an implementation strategy. As appropriate, this strategy will focus on: the delineation of follow-up tasks for the Town and/or appropriate development entities; project timing, including possible phasing; ownership/management options for the park; and on-going marketing/promotion activities.

### III. Program Management

The Town of Randolph will contract with a consultant(s) to conduct the majority of the tasks associated with this study. The consultant(s) will work with the Planning and Zoning Administrator and with the focus groups to accomplish the objectives of this grant in the areas of engineering and facilities design, economic and financial analyses, and community planning. The Planning and Zoning Administrator will be responsible for up-dating the Capital Budget and Program.

### IV. General Administration (\$1,800 VCDP and \$1,200 Town of Randolph)

The Planning and Zoning Administrator for the Town of Randolph will be responsible for the general administration of this grant. Responsibilities include, but are not limited to, conducting a full environmental and historic review; setting up and maintaining financial management records; assisting in the development of contracts, agreements and other required documents; completing progress reports; and insuring that the description of activities in this Attachment be carried out in compliance with all other local, state and federal regulations as applicable.





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STATE OF VERMONT

AGENCY OF DEVELOPMENT AND COMMUNITY AFFAIRS

MONTPELIER, VERMONT 05602

OFFICE OF THE SECRETARY (802) 828-3211

JEFFREY FRANCIS, SECRETARY

DEPARTMENTS OF:

Economic Development 828-3221  
Housing & Community Affairs 828-3217

DIVISIONS OF:

Administration 828-3231  
Historic Preservation 828-3226  
Vermont Travel Division 828-3236  
Film Bureau 828-3236  
Vermont Life Magazine 828-3241

October 15, 1990

Mr. Ken Minier, Town Manager  
Randolph Town Offices  
Drawer B  
Randolph, VT 05060

Re: Town of Randolph; 0135/90PG(01)  
Notification of Release of Funds

Dear Ken:

This letter is to notify you that we received the Certification of Exempt Activities and Request for Release of Funds on September 26, 1990 from the Town in connection with Grant Agreement 0135/90PG(01).

The Agency waited the required fifteen days, and as of **October 11, 1990**, costs may be incurred for the activities of Planning and General Administration if agreed to by both the Agency of Development and Community Affairs and your municipality. Any change in grant activities requires a determination by the Town whether there is a need for a new environmental review.

Vermont Community Development Program (VCDP) grants management staff will monitor to ensure that expenditures for administration and management did not exceed 10% of the grant award prior to October 11, 1990.

You should be cautioned that any activities performed prior to execution of the Grant Agreement are performed at the municipality's risk. In the event the Grant Agreement should not become effective, the Agency will be under no obligation to pay for costs incurred in connection with program activities. As soon as the Grant Agreement between the Agency of Development and Community Affairs and your municipality has been executed, you may begin to requisition funds, provided the Town has met all the requirements and Special Conditions of the Grant Agreement which impact the requisition process.



Mr. Ken Minier  
October 15, 1990  
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In addition, please be aware that this Release of Funds does not relieve the Chief Executive Officer or designee of responsibilities under the National Environmental Policy Act.

Please contact Beverly Bishop or myself if you have any questions.

Sincerely,

*Carl*

Carl Bohlen, Grants Management Staff  
Housing and Community Affairs

cc: Mitchell Harrness, Chairman, Board of Selectmen  
Donald Rich, Planning & Zoning Administrator  
Sue Jamele, Division for Historic Preservation  
Beverly Bishop, CD Coordinator





STATE OF VERMONT  
AGENCY OF DEVELOPMENT AND COMMUNITY AFFAIRS

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DIVISION FOR HISTORIC PRESERVATION  
*Preserving Vermont's historic, architectural and archeological resources*

October 16, 1990

Donald Rich  
Planning and Zoning Office  
Drawer B  
Randolph, VT 05060

Re: Town of Randolph, Planning Grant. HUD.

Dear Mr. Rich:

Thank you for the opportunity to comment on the above-referenced project.

The Division for Historic Preservation has reviewed this undertaking according to the standards set forth in 36 C.F.R. 800, regulations established by the Advisory Council on Historic Preservation to implement Section 106 of the National Historic Preservation Act. Project review consists of identifying the project's potential impacts to historic buildings, structures, historic districts, historic landscapes and settings, and known or potential archeological resources.

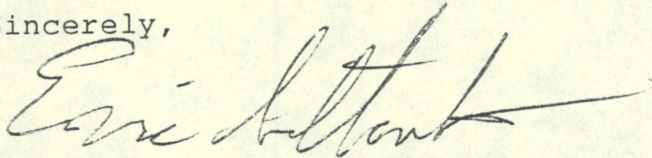
Since your planning grant to develop a downtown revitalization plan as well as an industrial park feasibility study does not include any acquisition or alteration of properties, we can conclude that this planning project will not effect any properties of historic, architectural or archeological significance that are listed on or eligible for inclusion in the National Register of Historic Places.



Mr. Rich  
Page 2  
October 16, 1990

However, it is likely that the areas covered by the project contain historic and archeological resources. Potential impacts to these resources should be considered in the planning study. Existence of these resources may also affect cost estimates for future implementation. Please contact us during the planning study and we can provide you with site or area specific information on historic and archeological resources.

Sincerely,

A handwritten signature in dark ink, appearing to read "Eric Gilbertson", with a long, sweeping horizontal stroke extending to the right.

Eric Gilbertson  
Director/State Historic Preservation Officer

EG/SCJ

cc: Carl Bohlen  
Two Rivers-Ottawaquechee Regional Planning & Development  
Commission