



# TOWN OF HAYMARKET PLANNING COMMISSION

## REGULAR MEETING ~ AGENDA ~

Robert B. Weir,  
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100  
Haymarket, VA 20169

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Monday, April 14, 2014

7:00 PM

Council Chambers

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### **1. Call to Order**

### **2. Public Hearing**

- a. St. Paul's Church Special Use Permit

### **3. Announcements**

### **4. Citizens Time**

### **5. Minutes Approval**

- a. Planning Commission - Regular Meeting - Mar 10, 2014 7:00 PM

### **6. Special Use Permit Application**

- a. 15008 Gossom Manor Place - SUP

### **7. ARB and Council Update**

### **8. New Business**

- a. St. Paul's Church - SUP
- b. Parking Ordinance and Needs Assessment Proposals

### **9. Town Planner Report**

### **10. Old Business**

- a. Capital Improvement Project
- b. Comprehensive Plan
- c. John Marshall Commons

### **11. Adjournment**



# TOWN OF HAYMARKET PLANNING COMMISSION

## REGULAR MEETING ~ MINUTES ~

Robert B. Weir,  
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Monday, March 10, 2014

7:00 PM

Council Chambers

A Regular Meeting of the Planning Commission of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:00 PM

Chair Robert B. Weir called the meeting to order.

### 1. Call to Order

Chair Robert B. Weir: Present, Councilwoman Rebecca Bare: Present, Ed Robinson: Absent, Commissioner Ralph Ring: Present, Commissioner Christopher Johnson: Absent.

### 2. Announcements

No announcements.

### 3. Citizens Time

No Citizens spoke.

### 4. Minutes Approval

a. Planning Commission - Regular Meeting - Feb 10, 2014 7:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Rebecca Bare, Councilwoman
<b>SECONDER:</b>	Ralph Ring, Commissioner
<b>AYES:</b>	Robert B. Weir, Rebecca Bare, Ralph Ring
<b>ABSENT:</b>	Ed Robinson, Christopher Johnson

### 5. ARB and Council Update

No ARB Update.

Town Council: Meeting tomorrow night.

### 6. Town Planner Report

Received Sheetz rebuild plans. There is a 30 day review. ZTA to allow for signage for the project. Should come for a Public Hearing for the ZTA and SUP in May possibly.

Did reject the Chick-Fil-A plan that came in as it was not complete. Quality control issues. Requires a ZTA to remove 6 max stacking spaces in drive thru.

Weir - Site plan? Limitation on drive thrus that were proffered? Switched around with CVS. Self imposed proffer restriction. ZTA accompanied it.

May have to do a proffer amendment? Proffer analysis on original site plan.

Waiting on the 2nd submission for Robinsons paradise. Bare asks if this is the same plan? Yes it is.

Still on track for widening of 66.

Received a call from the Ice Rink. They wish to amend their plan. Want to modify the plan when it goes to Final.

Bare - rink 1 completed prior to this was the condition. Listed out things that had to be taken care of. Not removed the office trailer. 2nd sheet of ice trailer goes away. Will check the list. Screening the chiller outside as well.

Minutes Acceptance: Minutes of Mar 10, 2014 7:00 PM (Minutes Approval)

Spoke with Walt Peter in regards to the Payne lane property. Surveying today. Hopeful plan will continue to go forward.

Possibly bring to the Commission in May? Move forward late fall or early spring.

Met with Haymarket Self Storage. They will submit plans in the next few weeks.

## 7. Old Business

### a. Comprehensive Plan Update

Met with staff and did outline of chapters. Hand outs to Commissioners. Working on maps. Want to focus on parts 2 and 3. Community goals and objectives. Many are outdated. Asks for members to review and can go over in detail next month.

Weir asks if the Charette is valid anymore? At this point only as a historical background.

Part 3 we can jump into tonight. Land Use Plan. Keep PACE west fields public? There's a Proffer on the books that fields be open for 10 years. Weir asks does it make sense to split the parcel? Or leave it as public use. Rezoned to B1 now. Bare says make different color shading with a notation. Lot of stuff we still don't know right now.

Correct map for Bleight drive houses. 5 lots. Change to Moderate.

Haymarket Baptist property zoned transitional. Worth keeping the church under? TC district does allow for quite a bit of uses. Leave in as TC.

Worth revisiting the south side? No.

Dottie Leonard still commercial. Still have it that way? Not worth trouble to make a change from Residential to Commercial.

BBT and Verizon behind it. Rather switch Verizon to blue per Weir.

4 corners of Jefferson and Washington Street all yellow.

Details for the Home. Zoned commercial but planned Residential. Switch it out. Go TC. Or yellow.

CIP look long range. Robinsons paradise rezoning. Proffer policy based in CIP. Need a pot to store them.

## 8. New Business

### a. Capital Improvement Plan

Town Manager reports on the CIP.

This is a different format than you're used to. Most projects are from the original CIP. Projects identified as a higher priority.

Doesn't suggest fund one line item fully in one year.

1-3 - Bare was under the impression, town signage on last years CIP, why pushed back so many years?

Move to 2014/2015. Full total. Check thru the budget and last years. Put everything in the budget last year.

Town Center Master plan. \$50,000 slated. Got taken out. Move to this year. Caboose is already allocated. Gone out to bid?? Footnote 80% is VDOT's money.

Landscaping - no issues.

Hulfish House, why not done at renovation? We just found out this year. Discovered it when we had freezing water.

This would not be a CIP issue. It's a general issue, take it out.

The Very Thing parking lot improvements. General Maintenance issue. Town Center Property. Strike it out.  
These are budget items.

Thought of the Harrover property master plan? Town should come up with some kind of plan.

Why the Food Pantry? Some is maintenance related. Bare says this should be something budgeted. Not CIP.  
5 year plan for building that may or may not exist.

Police car is budgeted for. Why in CIP? Because it's Capital.  
It's an ongoing equipment issue. It's a necessity not CIP.

In car computers: Take out. Cameras out. Leave security camera system in. Town Manager spoke with Council Liaison, Steve Aitken, in regards to the Police Department's needs.  
Message board and scene event light leave in.

Audio/visual enhancement. Audio does go out of date. No issues with leaving that in.

Crosswalk/Sidewalk repair. Convert brick to stamped asphalt. Why not get some done in 14/15.

Bare mentions missing final phase of Streetscape on there.

Painting light posts. Maintenance costs? If tied in with taking care of others, ok. Left on last year.

Missing light post? Property owner problem? Still bond on the books for that. Strike the \$14,000

Benches, Planter boxes, etc. Move up. Start trying to put those down.

Street striping off? Proposed project. Complete streets. Illusion of a narrowing lane.

Municipal Parking lot. \$40,000 not enough. That amount was just thrown in as a starting point. There is a parking study out there. Go with a higher number.

Jefferson street sidewalk. Proposed project in terms of finishing out sidewalks where we don't have them. Weir said proffered as part of a site plan. Strike it. Site plan requirement.

Town equipment \$5000. Continue create line item for any needs. Should put reserve in the budget for that.

Weir liked everything. Asked to take out of CIP, what's budgeted for in the Operations Budget.

## 9. 1-Mile Notices

### a. Midwood/John Marshall Commons

Town Planner discusses John Marshall Commons.  
County side, planned commercial.

Make Agenda item for next month so council can sign off on in May.

Table Midwood for a month per Weir. No hearing scheduled. No objections.

## 10. Adjournment

Bare motions to adjourn.  
Ring seconds.  
Meeting adjourned.



TO: Town of Haymarket Planning Commission  
SUBJECT: 15008 Gossom Manor Place - SUP  
DATE: 04/14/14

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Special Use Permit Application for an In-Home Business.

**ATTACHMENTS:**

- 15008 Gossom Manor Place - SUP (PDF)

APR - 4 2014

TOWN OF HAYMARKE



Date: 4-4-2014

Case #: SUP20140404

Special Use Permit Application

Business Name: MAD OX STUDIOS, LLC

Address: 15008 GOSSOM MANOR PL, Haymarket, 2016

Applicant's Information

Property Owner's Information

Name: JOSH MATTOX  
Address: 15008 GOSSOM MANOR PL  
City: HAYMARKET  
State/Zip: VA 20169  
Phone: 703-994-2433

Name: JOSH MATTOX  
Address: 15008 GOSSOM MANOR PL  
City: HAYMARKET  
State/Zip: VA 20169  
Phone: 703-994-2433

Type of Structure:  SFD  Multi  TH Zoning District:      Code Section:     

Name of Business: MAD OX STUDIOS, LLC  
Name of Business:     

Number of employees working from site: 1  
Number of vehicles: 0 Type:      GVH:       
Number of parking spaces set aside for this activity: 0  
Total floor area of structure devoted to activity: 81 sq. ft.  
Total floor area devoted to activity MUST be the main structure, NOT any accessory Building (please initial you will comply)  
Will accessory storage be necessary?  Yes  No  
If so, where will it be? N/A

Will the activity require any special tools or structure improvements? N/A

Applicant agrees NO signage is allowed (initial you will comply)

In the space provided or on an attached sheet, please describe in detail your activity, including hours of operation, type of clientele, number of vehicles anticipated to visit the site in the average work day and any other changes that will affect the nature or appearance of the site.  
Video game design & development on computer. NO CLIENT VISITS. Weekends will be primary work schedule.

The above is a true representation of the activity and the method of operation upon approval:

Applicant Signature: [Signature]  
Owner's Signature: [Signature]

Approved  Rejected by Town Council Vote:      Date:       
Conditions:      Signature:       
Fee: \$200 - Paid: #411 Date: 4-4-2014

Attachment: 15008 Gossom Manor Place - SUP (1807 : 15008 Gossom Manor Place - SUP)

# Commonwealth of Virginia



## STATE CORPORATION COMMISSION

*Richmond, March 2, 2014*

*This is to certify that the certificate of organization of*

**Mad Ox Studios, LLC**

*was this day issued and admitted to record in this office and that the said limited liability company is authorized to transact its business subject to all Virginia laws applicable to the company and its business. Effective date: March 2, 2014*



*State Corporation Commission*

*Attest:*

*Joel H. Beck*  
Clerk of the Commission

COMMONWEALTH OF VIRGINIA  
STATE CORPORATION COMMISSION

AT RICHMOND, MARCH 2, 2014

The State Corporation Commission has found the accompanying articles submitted on behalf of  
Mad Ox Studios, LLC

to comply with the requirements of law, and confirms payment of all required fees. Therefore, it  
is ORDERED that this

CERTIFICATE OF ORGANIZATION

be issued and admitted to record with the articles of organization in the Office of the Clerk of the  
Commission, effective March 2, 2014.

STATE CORPORATION COMMISSION

By

Judith Williams Jagdmann  
Commissioner

DLLCACPT  
CISECOM  
14-03-02-5266

Attachment: 15008 Gossom Manor Place - SUP (1807 : 15008 Gossom Manor Place - SUP)



**ARTICLES OF ORGANIZATION  
OF  
MAD OX STUDIOS, LLC**

The undersigned, pursuant to Chapter 12 of Title 13.1 of the Code of Virginia, states as follows:

1. The name of the limited liability company is Mad Ox Studios, LLC.
2. The purpose for which the limited liability company is formed is to engage in any lawful business, purpose or activity for which a limited liability company may be formed under the Virginia Limited Liability Company Act.
3. The name of the limited liability company's initial registered agent is United States Corporation Agents, Inc. The initial registered agent is a foreign stock corporation authorized to transact business in Virginia.
4. The address of the limited liability company's initial registered office, which is identical to the business office of the initial registered agent, is 1900 CAMPUS COMMONS DRIVE, STE 100, RESTON, VA 20191. The initial registered office is located in Fairfax County, Virginia.
5. The address of the limited liability company's principal office where the records of the limited liability company are to be kept is 15008 Gossom Manor Place, Haymarket, VA 20169.

ORGANIZER:

/s/ Cheyenne Moseley Date: March 2, 2014  
Cheyenne Moseley

## NOTICE TO VIRGINIA LIMITED LIABILITY COMPANIES

Congratulations on successfully forming a Virginia limited liability company. Please take a few minutes to read the information below, which describes several statutory provisions applicable to limited liability companies.

**Company name:** The certificate of organization shows the exact name of the limited liability company as set forth in its articles of organization. If the limited liability company intends to conduct business in Virginia under a name other than its exact name, it must make the required filings under Virginia's fictitious name statutes. See § 59.1-69 *et seq.* of the Code of Virginia.

**Registered agent and registered office:** Each limited liability company is required to maintain in Virginia a registered agent and a registered office at which the registered agent may be found during normal business hours. See §§ 13.1-1015 and 13.1-1018 of the Code of Virginia. *The sole duty of the registered agent is to forward to the limited liability company at its last known address any process, notice or demand that is served on the registered agent.* Official notices and correspondence from the Commission to the company will be mailed to the registered agent at the registered office address on file in the office of the clerk of the Commission.

A limited liability company may change its registered agent and/or registered office information on file with the Commission at any time. The limited liability company must promptly change its registered agent and registered office information if its registered agent (i) moves his business office, (ii) resigns, dies or ceases to be a resident of Virginia, (iii) ceases to be a member of the Virginia State Bar, a member or manager of the limited liability company, a member or manager of a limited liability company that is a member or manager of the limited liability company, an officer or director of a corporation that is a member or manager of the limited liability company, a general partner of a general or limited partnership that is a member or manager of the limited liability company, or a trustee of a business trust that is a member or manager of the limited liability company (when that was the basis for his qualification as registered agent), or (iv) is a business entity that has had its existence canceled or terminated or its authority to transact business in Virginia canceled or revoked. To change this information, the limited liability company must file a Statement of Change on form LLC-1016. This form can be completed and filed online at <https://sccefile.scc.virginia.gov> or obtained as a pre-printed paper form upon request from the Clerk's Office. The Commission does not charge a fee to change this information.

**Annual registration fees:** On the first day of the second month preceding the month in which the limited liability company was formed, the company will be assessed an annual registration fee of \$50 by the Commission. Notice of the assessment will be mailed to the limited liability company's registered agent at the registered office address. The Commission must receive the company's annual registration fee payment on or before the due date stated in the notice of assessment, or a \$25 penalty will be imposed. *Postmarks are not considered.* See §§ 13.1-1062 and 13.1-1064 of the Code of Virginia. Annual registration fees may be paid online at <https://sccefile.scc.virginia.gov>.

**Automatic cancellation:** If the annual registration fee is not paid on or before the last day of the third month following its due date, the limited liability company's existence will be automatically canceled by operation of law. See § 13.1-1050.2 of the Code of Virginia.

**Voluntary cancellation:** A Virginia limited liability company may voluntarily have its existence canceled by delivering to the Clerk's Office articles of cancellation that comply with the requirements of law along with the filing fee. See § 13.1-1050 of the Code of Virginia. A form with instructions to prepare articles of cancellation (LLC-1050) may be obtained from the Clerk's Office. If articles of cancellation are received, processed and filed by the Commission on or before the annual registration fee due date, the limited liability company will not be required to pay the annual registration fee for that year.

**Additional assistance:** For forms or more information, visit [www.scc.virginia.gov/clk/index.aspx](http://www.scc.virginia.gov/clk/index.aspx) or contact the Clerk's Office at (804) 371-9733 or toll-free in Virginia at (866) 722-2551.

**Raising capital:** If you intend to solicit money or property from other persons to finance the operation of your business, you may need to first file certain information with the Commission's Division of Securities and Retail Franchising pursuant to the Virginia Securities Act. See § 13.1-501 *et seq.* of the Code of Virginia. For more information, visit [www.scc.virginia.gov/srf/lawsreqs.aspx](http://www.scc.virginia.gov/srf/lawsreqs.aspx) or contact the Division of Securities & Retail Franchising, P.O. Box 1197, Richmond, VA 23218-1197, (804) 371-9051.

(Revised 05/11)



TO: Town of Haymarket Planning Commission  
SUBJECT: St. Paul's Church - SUP  
DATE: 04/14/14

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St. Paul's Church Temporary Special Use Permit has expired, and they are wanting to renew it. This Public Hearing was kept open from Town Council Meeting on Monday, April 7, 2014.

**ATTACHMENTS:**

- St Pauls Church SUP Renewal Request (PDF)

TO: Haymarket Town Council

SUBJECT: Joint Public Hearing / St. Paul's School – Extend SUP for Classroom Trailer

DATE: 03/31/14

**St. Paul's Anglican Church has submitted a request to extend its use of a classroom trailer at 6735 Fayette Street (St. Paul's School) through August 31, 2017 (see attached request). The current special use permit expires on April 4, 2014.**

#### BACKGROUND

A special use permit for a classroom trailer and accompanying waivers of various site development requirements was approved by the Town Council on August 4, 2008. The permit and waivers allowed the move of the privately operated "Teaching the Basics" school (now St. Paul's School) from the police station behind Town Hall to the Parish Hall associated with St. Paul's Church at 6735 Fayette Street. The move to Fayette Street was to be a temporary condition until a permanent facility could be constructed on other properties owned by St. Paul's Church (also on Fayette Street). The conditional approval of the classroom trailer required an annual renewal of the special use permit. The Council granted an extension in May 2010. A third extension was granted by the Town Council in April 2011 and permitted the continued use of the trailer through April 4, 2014. In the interim period since the Council's last approval, the ownership of the Parish Hall and other properties associated with St. Paul's Church has been transferred to the Episcopal Diocese of Virginia. St. Paul's Anglican Church now leases the property from the Episcopal Diocese. St. Paul's School has moved several of its programs to the former Pace West School at 14600 Washington Street and expects to complete its transition from 6735 Fayette Street by the summer of 2017.

The action by the Council on April 4, 2011 was as follows: Tobias motioned that the Town Council amend Special Use Permit (SUP) #SUP20080527, St. Paul's Church School, to permit the use of a classroom trailer at 6735 Fayette Street beyond the previous SUP expiration date of June 7, 2011, AND further moved that the SUP shall remain in effect for a period of one year, to renew automatically for additional periods of one year, not to exceed three years from the date of approval, BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING: Council may require, upon a majority vote, after notice to the applicant, for the applicant (or present property owner) to submit a new application for an SUP, which shall be treated in all respects as a new and different application, subject to approval or disapproval, in accordance with general principles of law for a new application. If such notice is given to the applicant or present property owner, this SUP shall terminate automatically and without further notice or action by the Council 60 days from the giving of such notice.

#### RECOMMENDATION

Staff recommends the Planning Commission forward the application to its April 14, 2014 meeting for discussion. Staff also recommends that the Town Council forward the application to May 5, 2014 Town Council meeting for action.

#### DRAFT MOTIONS

##### Planning Commission

1. I move that the Planning Commission forward SUP 20140328, St. Pauls School, to the April 14, 2014 Planning Commission meeting for further discussion.

OR

2. I move an alternate motion.

##### Town Council

1. I move that the Town Council forward SUP 20140328, St. Pauls School, to the May 5, 2014 Town Council meeting for action.

OR

2. I move an alternate motion.

NAME OF BUSINESS/APPLICANT: ST. PAUL'S SCHOOL RECEIVED  
 SITE ADDRESS: 6735 Fayette St Haymarket, VA 20168 MAR 28 2014  
 ZONING DISTRICT:  R-1  R-2  B-1  B-2  I-1  C-1 SITE PLAN PROPOSED:  Yes  No  
 PROPOSED USE(S): Pre School TOWN OF HAYMARKET  
 CODE SECTION(S) #: 58-53 (3)

BRIEF DESCRIPTION OF ACTIVITY: *In the space below or in an attached narrative, please describe in detail the proposed activity including size and type of proposed/existing structures, hours of operation, type of clientele, number of vehicles anticipated to visit the site during an average workday and any other changes that will affect the nature or appearance of the structure(s) or site.*

Supporting Documentation (attached):  Narrative (addressing criteria of Section 58-9(d))  Plan/Plat

**ADDITIONAL INFORMATION FOR HOME OCCUPATIONS (SUBJECT TO SECTION 58-16):**

TYPE OF STRUCTURE:  SFD  TH TOTAL FLOOR AREA OF MAIN STRUCTURE: \_\_\_\_\_ (sq. ft.)  
 FLOOR AREA DEVOTED TO HOME OCCUPATION: \_\_\_\_\_ (sq. ft.) HOA APPROVAL:  Yes  No  
 NUMBER / TYPE OF VEHICLES: \_\_\_\_\_  
 NUMBER / TYPE OF EQUIPMENT AND METHOD OF STORAGE (i.e. garage, accessory storage, etc.): \_\_\_\_\_

OFF-STREET PARKING SPACES PROVIDED: 15 NO. OF EMPLOYEES WORKING FROM SITE: 15

FEE:  \$500 Residential  
 \$350 Commercial (no land disturbance)  \$1,500 Commercial (land disturbance)  
 PAID MAR 28 2014

APPLICANT/PERMIT HOLDER INFORMATION			PROPERTY OWNER INFORMATION		
Name <u>Reginald Bell, Senior Warden</u> <u>on behalf of St Paul's School</u>			Name <u>Episcopal Diocese of Virginia</u>		
Address <u>P.O. Box 329</u>			Address <u>110 W. Franklin St.</u>		
City <u>Haymarket</u>	State <u>VA</u>	Zip <u>20168</u>	City <u>Richmond</u>	State <u>VA</u>	Zip <u>23220</u>
Phone#(s) <u>703-338-5054</u>			Phone#(s) <u>804 643-8451</u>		
Email Address <u>Bellx20@worldnet</u>			Email Address <u>ejones@thediocese.net</u>		

P.O. Box 1230 \* Haymarket, Virginia 20168 \* 703-753-2600 \* FAX: 703-753-2800  
 Special Use Permit Application - Page 1 of 2 - Revised 02-04-14

Attachment: St Pauls Church SUP Renewal Request (1812 : St. Paul's Church - SUP)

foregoing application and that the information provided herein or attached hereto is correct and a true representation of the activity and method of operation described. Construction of any improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket, any additional restrictions and/or conditions prescribed by the Planning Commission or the Town Council, and all other applicable laws.

Raymond Beer  
Applicant Signature

Edwin Jones  
Property Owner Signature

Mar 26.14  
Date

Secretary of the Diocese  
March 27, 2014  
Date

**\*\*\*OFFICE USE ONLY\*\*\***

DATE FILED: \_\_\_\_\_ FEE AMOUNT: \_\_\_\_\_ DATE PAID: \_\_\_\_\_

DATE TO ZONING ADMINISTRATOR: \_\_\_\_\_ STAFF REVIEW COMPLETE: \_\_\_\_\_

APPLICABLE ZONING ORDINANCE SECTION(S) / RECOMMENDED CONDITIONS:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
ZONING ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_

DATE TO PLANNING COMMISSION: \_\_\_\_\_ PUBLIC HEARING DATE: \_\_\_\_\_

RECOMMEND APPROVAL     RECOMMEND DENIAL     NO RECOMMENDATION

RECOMMENDED CONDITIONS:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
CHAIRMAN \_\_\_\_\_ DATE \_\_\_\_\_

DATE TO TOWN COUNCIL: \_\_\_\_\_ PUBLIC HEARING DATE: \_\_\_\_\_

APPROVED     DENIED

CONDITIONS:  
\_\_\_\_\_  
\_\_\_\_\_

Attachment: St Pauls Church SUP Renewal Request (1812 : St. Paul's Church - SUP)

## Special Use Permit Extension St. Paul's School January 30, 2014

St. Paul's Anglican Church (St. Paul's) requests renewal of the Special Use Permit (SUP) #SUP20080527, related to St. Paul's School, (formerly known as "Teaching the Basics") to permit the continued use of a classroom trailer (modular unit) at 6735 Fayette Street beyond the previous automatic additional periods of one year which now expires in June 2014. We further request that the SUP remain in effect with conditions as motioned by Mr. Tobias and passed by the Town Council in their meeting of April 2011.

St Paul's has a lease with the Episcopal Diocese of Virginia (owner of the property) through August 31, 2017 for use of the property for the operation of St. Paul's School. We request the SUP to continue to be approved automatically for period of one year through August 31, 2017. During this period, no physical modification of the existing modular unit, other than routine maintenance is anticipated.

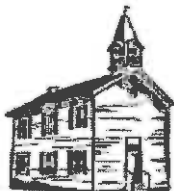
We wish to bring to your attention the fact that this school year (SY13-14), St Paul's moved a portion of the school program to the property previously known as Pace West at 14650 Washington Street. This move reduced the amount of traffic at the Fayette Street location. Over the next four years we will continue to further expand our school program in the building at the Washington Street location. This action will, yearly, further relieve student load and traffic at the Fayette Street campus. We plan, by the summer of 2017, to be out of the Fayette Street campus.



Raymond A. Bell  
Senior Warden and President of the Board  
St. Paul's Anglican Church, Inc.

Received  
1/31/2014





# The Town of HAYMARKET

Established in 1799

County of Prince William

Date: 27 May 2008

Case #: SUP 20080527

### Special Use Permit Application

Business Name: ST PAULS SCHOOL - TEACHING THE BASICS Address: 6735 FAYETTE ST  
HAYMARKET, VA 20169-0405

#### Applicant's Information

#### Property Owner's Information

Name: ST PAUL'S CHURCH  
Address: 6735 FAYETTE ST  
City: HAYMARKET  
State/Zip: VIENNA 20169  
Phone: 703-754-7536

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Type of Structure:  SFD  Multi  TH Zoning District: RI Code Section: 53-53

Name of Business: ST PAUL'S SCHOOL - TEACHING THE BASICS  
Name of Business: \_\_\_\_\_

Number of employees working from site: 15  
Number of vehicles: 10 Type: \_\_\_\_\_ GVH: \_\_\_\_\_  
Number of parking spaces set aside for this activity: 16  
Total floor area of structure devoted to activity: 2134 sq. ft.  
Will accessory storage be necessary?  Yes  No  
If so, where will it be? Adjacent to the existing building (ST PAUL'S CHURCH Parish Hall)  
Will the activity require any special tools or structure improvements? NO

In the space provided or on an attached sheet, please describe in detail your activity, including hours of operation, type of clientele, number of vehicles anticipated to visit the site in the average work day and any other changes that will affect the nature or appearance of the site.  
see attached Narrative

## RECEIVED

The above is a true representation of the activity and the method of operation upon approval:

MAY 27 2008

### TOWN OF HAYMARKET

Applicant Signature: Charles H. W. Hook

Owner's Signature: Ronald H. Beer, Sr. Warden  
St Paul's church - May 27, 08

Approved  Rejected by Town Council Vote: \_\_\_\_\_ Date: \_\_\_\_\_  
Conditions: \_\_\_\_\_ Signature: \_\_\_\_\_  
Fee: \_\_\_\_\_ Paid: \_\_\_\_\_ Date: \_\_\_\_\_

**Special Use Permit  
For  
St Paul's Teaching the Basics School  
to be located at  
St Paul's Parish Hall  
6735 Fayette Street, Haymarket, Virginia  
(GPIN 7297-89-5776)**

**May 27, 2008**

**Narrative**

St. Paul's Church Haymarket, Inc. (Applicant/Owner) is requesting a Special Use Permit (SUP) to accommodate the relocation of its existing school (from Town owned property at 15026 Washington St.) which is under sales contract to a location on the Church Campus. St. Paul's is requesting this SUP to position a TEMPORARY full code-compliant portable building to be used as a classroom(s) under Town Code R-1, Section 58-53 (5).

This is necessary due to increased lease costs at the schools present site, the approaching lease conclusion and the sale of the building. St. Paul's is proposing to use a temporary building until a permanent facility can be planned and built elsewhere on existing church property near the sanctuary. The Church is in the process of beginning a Capital Campaign to raise money and begin design on the permanent home for the school. The Church anticipates to begin construction within two years.

The school currently provides Haymarket and the surrounding communities with quality education for 3 and 4 year olds in Preschool, Kindergarten and 1<sup>st</sup> Grade, as well as providing Before and After Care. Currently the enrollment is 95 of this community's future citizens and leaders. The school also employs 15 adults. School hours are 8:30 AM to 3:30 PM but with Before and After Care it runs from 7:30 AM to 6:30 PM. By staggering the classes any possible congestion is minimized. Many parents depend on this school so that they can earn a living.

Approval of the Special Use Permit will allow the church and school to continue a program of similar size and scope – something that cannot be achieved with use of a single or combination of present church structures.

The *special use* portable school building is proposed to be located on a limited portion of the existing parking lot behind the St. Paul's Parish Hall located at 6735 Fayette St in the Town of Haymarket, identified by Prince William GPIN:7297-89-5776 (Property). See attached Plat. Specifically, the land area subject to the *special use* consists of 2,184 square feet of land near the center of the property and comprises slightly less than 9 percent of the property.

The *special use* portable school building will be constructed off site and set on a foundation of piers and then skirted. Its location behind the Parish Hall on the North side and trees on the West and South sides will minimize any potentially adverse aesthetic reaction. The proposed location will substantially shield the structure for line-of-sight from Fayette Street. When completed the *special use* portable school building will be connected to the Parish Hall by a covered, elevated walkway.

**Does not burden Existing Roadways**

The *special use* portable school building placed as proposed will have adequate space for a drive through area. The traffic is planned to flow from Fayette Street's current entrance to the Parish Hall's parking lot in a counter-clockwise fashion through the parking lot and exit on the current exit on Payne St. This is a flow space similar to that available at the present site of the school which has presented no recurring problem.

**Is Served By Public Water & Sanitary Sewer**

Currently the Parish Hall is on a well and served by Prince William Service Authority for sewer. The proposed *special use* portable school building will be served by Prince William Service Authority for both water and sewer.

**Meets Special Use Standards**

This application meets the SUP standards and intent enumerated in Section 58-53 (5) of the Town of Haymarket Zoning Ordinance. Please see Exhibit 1 for details.

**Meets Special Use General Standards**

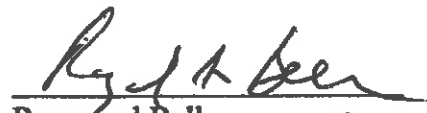
This application meets the SUP standards and intent enumerated in Section 58-9 of the Town of Haymarket Zoning Ordinance. Please see Exhibit 2 for details.

**Should Be Approved**

The proposed *special use* portable school building is expressly allowed under special use criteria in R-1 Zoning District. The drive through access, building location, and sit layout for the *special use* portable school building complies with the specific standards of the classroom special use. The impact on the neighborhood is minimal.

St. Paul's Church fully expects to request the SUP to be renewed as it will take time to build a permanent facility as described above. When that permanent facility is built this TEMPORARY building will be removed and the Town of Haymarket will have a fully functional, aesthetically designed, quality school for 2 year olds through 5<sup>th</sup> Grade. This school will add immeasurably to the character and quality of the Haymarket Community.

Respectfully Submitted

  
Raymond Bell 5.27.08  
Senior Warden  
St. Paul's Church, Haymarket, Inc.

## **Narrative to Accompany St Paul's Request for SUP on Portable Building for Teaching the Basics**

**The Portable Building we are planning to use to augment the space in the Parish Hall for Teaching the Basics is similar to those one sees used at other schools for temporary use. Our's also will be for temporary use. It is a one-story, metal, pre-fabricated custom-designed unit. The dimensions are 28' wide by 76' long, and 13 1/2 ' high. Total area is 2128 sq ft. It will be manufactured (probably by William Scottsman, Inc.) specifically for our use and will be two (2) sections 14 feet wide then put together at the construction site (parking lot).**

**The portable will be placed on a foundation of piers which will be dug into the ground (a Blocking Plan of a similar portable is attached). It will have its own metered electricity. It will also have water and sewer. The building will contain six (6) classrooms of approximately 250 sq ft each. In the present design there will be two toilets, a janitor's closet, and a hallway connecting the rooms. Each classroom will have a door which can be locked from the inside by the teacher, the doors to the classrooms will have windows, and each classroom will have a window.**

**Although it will be of modular construction, we anticipate the exterior will be vinyl lap siding and there will be vinyl skirting from the bottom of the portable to the ground. The roof will be pitched from the centerline of the building 7/16 inches to both sides to facilitate water run-off. The portable will be connected to the Parish Hall by a covered, wooden, temporary walkway. There will be two (2) handicap ramps at emergency exits to meet ADA requirements.**

# EXHIBIT 1 USE SPECIFIC SPECIAL USE APPROVAL STANDARDS

**Town of Haymarket  
Zoning Ordinance**

**Application for *special use*  
portable school building**

## **58-53 (5) Special Uses**

Mobile office/classroom shall only be permitted with special use license with the following restrictions:

- a. For use as a classroom for a period of one year and must reapply for a special use permit for each additional year.

St Paul's Church fully expects to reapply for this SUP. It will take at least two years to fund, design and build a permanent building to house the school

## EXHIBIT 2

### GENERAL SPECIAL USE APPROVAL STANDARDS

#### Sec. 58-9 (c)

In consideration of an application filed with the zoning administrator, the town council, after public hearings conducted by the planning commission and the town council, may authorize the special use of those uses that are expressly listed as special uses in a certain zoning district; . . .

#### **Town of Haymarket Zoning Ordinance**

#### **Application for the *special use* portable school building**

#### Sec. 58-9 (d)

A special use shall be approved if its design, location, construction, method of operation, special characteristics and other aspects satisfy the following standards:

- |   |   |
|---|---|
| (1) The proposed use at the stipulated location shall be in accordance with the official policies of an adopted comprehensive plan, and with any specific element of such plan. | The <i>special use</i> portable school building conforms to the plan for residential zoning of R-1.   |
| (2) The proposed use shall be in accordance with the general purpose and intent of the applicable zoning district requirements.   | The <i>special use</i> portable school building conforms to the intent and purpose of The R-1 Zoning Ordinance.   |
| (3) The proposed use shall not adversely affect the use or values of surrounding properties and structures.   | The <i>special use</i> portable school building will complement the local neighborhood. Neighborhoods by definition have children. The small size of the school and the students' confinement to the property will not adversely affect the neighborhood. |
| (4) The proposed use shall not adversely affect the health, safety or general welfare of persons residing or working in the neighborhood.                                       | The primary purpose of the school is to provide quality education for the young citizens of the neighborhood. Therefore, the health, safety and general welfare of persons residing in the neighborhood will only be enhanced                             |
| (5) Pedestrian and vehicular traffic generated by the proposed use shall not be hazardous or conflict with the existing and anticipated traffic in the neighborhood.            | This project is designed to make use of the already in use parking lot behind the Parish Hall and not affect any neighborhood traffic. It will have less impact than that of the current site for the school  |
| (6) Utility, drainage, parking, loading and other necessary facilities provided to serve the proposed use shall be adequate.  | The project will be serviced by PWSA and parking, loading are well with the current capacity of the Parish Hall   |

**Attachment to Application for Special Use Permit for St. Paul's School**

The activity is a school for Preschoolers, age 3 and 4, Kindergarten, and 1<sup>st</sup> Grade as well as Before and After Care. It operates from 7:30 AM to 6:30 PM. But the primary school hours are 8:30 AM to 3:30 PM. The maximum number of vehicles to visit (drop-off and pick-up) at any one time is 20; it is planned for that maximum number will be contained completely on the property's existing parking lot.

## **Traffic Management Policy for St. Paul's School Teaching the Basics at 6735 Fayette Street**

St. Paul's School Teaching the Basics policy is to manage the drop-off and pick-up of children at the school in such a way that the normal traffic on Fayette Street and Payne Lane will not be affected adversely. The school seeks to be sensitive to the community around us in all of its policies and to assure minimal impact to the neighborhood and the flow of traffic. We desire the flow of traffic, including the drop-off and pick-up of children, to be efficient, smooth, and safe for everyone. Therefore, we have established a traffic management policy for the school.

### **Traffic Management Policy**

The school uses, and will continue to use, several innovative and proven traffic-management methods. Each method is honed by experience. Each will minimize impact on the adjacent community and school parents at student drop-off and pick-up times. These are:

a. Classes start and end at different times, based on the particular class or student age. Thus, arriving/departing parents are not all at the school at the same time. The time between age groups provides sufficient time for parents of one age group or class to clear the area before the arrival of parents of the next age group or class.

b. School staff meets the arriving students. School staff meet arriving students or deliver departing students to car side and assist children out of or into the car. Therefore, parents stay in their vehicles during drop-off and pick-up. This significantly reduces the time required for student drop-off/pick-up and also ensures a smooth, "one-at-a-time" departure of departing vehicles.

c. School Staff monitor traffic flow into and out of drop-off/ pick-up area. A specifically designated and qualified staff person will monitor the traffic flow into the drop-off and pick-up area from Fayette Street. Staff at the drop-off point will monitor the traffic on Payne Lane. If, at a given time, the drop-off/ pick-up area is filled with cars, the staff person will direct any cars waiting on Fayette Street to proceed to the church parking area on a temporary basis so that parents waiting to drop off or pick up their child (or children) will not adversely affect traffic on Fayette Street or Payne Lane. (Two-way radios (walkabout radios) may be used in this process.) Once the drop-off area begins to clear, parents waiting in the church parking area will proceed back to the school drop-off area. This will assure that customary traffic on Fayette Street and Payne Lane will be allowed to flow in good order.

d. Parents will receive instructions. Parents of school children will receive instructions regarding drop-off and pick-up prior to the start of school. As parents become familiar with this process, the first week of school uncertainties and occasional problems will be resolved. Adjustments can also be made by the school administration.



### St. Paul's Site Plan Traffic Narrative (Revised – 14 Jul)

**SITE:** The site is 0.60 acres and comprises an existing one-story building (4,157 s.f.). The interior of this building will be renovated, in full code-compliance, for school use. To further accommodate the relocation of St. Paul' School (DBA: Teaching the Basics); proposed is placement of a temporary classroom trailer (2,128 s.f.). The proposed temporary portable building will occupy 7.9% of the total area of the site. Both structures will be served by public water and sewer.

**TRAFFIC FLOW/PARKING:** It is envisioned traffic will enter the site from Fayette Street; travel in a one-way direction; and exit on Payne Lane. The site will provide 15 parking spaces onsite (14 regular spaces and I handicap parking space).

**TRAFFIC MANAGEMENT:** The school uses, and will continue to use, several innovative and proven traffic-management methods. Each method is honed by experience. Each will minimize impact on the adjacent community and school parents at student drop-off and pick-up times. These are:

a. Classes start and end at different times, based on student age. Thus, arriving/departing parents are not all at the school at the same time. The time between age groups is 30 minutes – more than sufficient time for parents of one age group to clear the area before the arrival of parents of the second age group.

b. School staff meets the arriving students; and, deliver departing students to car side and assist children out of and into the car. This significantly reduces time required for student drop-off/pick-up time and also ensures a smooth, "one-at-at-time" departure of departing vehicles.

In a recent observed event (8:30AM – 9:15AM) involving 60 to 70 cars, child drop-off/pick-up time ranged from 35 seconds to 2 minutes. Other times for drop-off/pick-up are 12:30 -12:45 (20 out), 12:30 (10 in), 1:00 – 1:30 (30 – 40 out), 2:30 – 2:45 (15 out), 3:30 (10 out), and 3:30 – 6:30 (10 – 15 out). Some 10 – 15 arrive between 7:30 AM – 8:30 AM for "Before Care." These numbers are for School Year 07 – 08, so far this year we have 73 children enrolled.

It should also be recognized that the school drop-off and pick-up times are during other than "prime-time" traffic hours for I-66 bound commuters using Fayette Street to avoid the traffic light at Washington Street.

**ON-SITE WAITING AREAS:** The site will have 10 stacking (car-waiting) spaces. These spaces will not interfere with general parking, through travel, or entrances to the building. Six (6) stacking spaces will be parallel to the Parish Hall on its southern side, and four (4) will be on the east side of the temporary portable. Additionally, there is room available for ten (10) more cars to move parallel to the stacking spaces. The 10 stacking spaces, and the 10 spaces parallel to them, will allow up to 20 cars to be "in cue" at peak times. In this instance, no cars would be on Fayette St. awaiting entrance to the site.

**Traffic Narrative Addendum (18 Jan 09)**

See "St Paul's Site Plan Traffic Narrative" dated 14 Jul 08

**Site/Traffic Flow – Parking:** remains the same as previously portrayed.

Traffic Management Provisions also remain the same. The process for 73 children/students does not change with the exception of the specific number of children who arrive and depart at the programmed times. The on site waiting areas and drive through drop-off/pick-up plans also remain the same.

For student loads of more than approximately 90 students the "Exception Management" situation becomes more appropriate. With more than 90 students (up to 120) this would no longer be the exceptional situation, but rather the routine. In this situation subparagraphs "a." and "b." would routinely apply.

Hence, per paragraph a. school staff would direct automobiles in excess of 20 to proceed to the "church" parking area on the West side of Fayette Street. A staff member with a cell phone/radio device would assign parent automobiles to wait until sufficient space were available and then send cars in 5 set numbers to the Parish Hall parking/waiting area to queue up to drop-off/pick-up.

If a continuing situation exists whereby crowding of the Parish Hall parking/waiting area and adjacent streets are encumbered, the students will be subdivided into two or more sets, which will arrive/depart in 15-minute intervals.

These measures would provide sufficient traffic management to limit street crowding for the local community.

**EXCEPTION MANAGEMENT OF MORE THAN 20 CARS IN CUE:** For the reasons identified above, this would be an exception situation. However, on occasion, the school has observed such a situation.

Typically, this occurs only during pick-up time for the largest age-group of students and only in the first or second week of the school year. Parents, particularly those “new to the school” and not wanting to be late, arrive earlier than the posted pick up time.

If this were to occur, staff will be ready to easily implement either of the following measures:

a. Staff members will direct “overflow” cars to the church parking areas. There, parents will wait until sufficient on-site space is available.

b. The largest student group will be divided alphabetically into two groups; each group assigned a more-than-adequate, 15-minute pick up time.

It should be noted that these are exception measures. It is envisioned that there will be no recurring, long-term, traffic management problems.

**FUTURE ROAD WORK THAT MAY CAUSE OLD CAROLINA ROAD TO CLOSE SOMEWHERE NORTH OF HAYMARKET.**

It is believed that this situation will have no adverse affect on any of the routine or exception traffic management plans presented above.

**PARENT EDUCATION OF TRAFFIC MANAGEMENT AND SAFETY**

Attached is the Safety Rules for the “Drive Thru” at TTB document, provided to all parents this school year. A similar document will be used in all future years.

**Request for Waiver  
Zoning Sec. 58 – 506, Site Plan**

**St Paul's School Teaching the Basics  
Haymarket, Virginia 20169**

**July 14, 2008**

**Record Owner/Applicant: St Paul's Church**  
**Property: St Paul's Parish Hall  
6735 Fayette St  
Haymarket, Virginia 20169  
GPIN 7297-89-5776**

**Request for Waiver**

After consultation with Haymarket Town Engineer and a letter on the subject from the Town Attorney, we request the "Plot" Plan provided to the Town of Haymarket serve as a substitute for the Site Plan.

**The Project**

St Paul's desires to relocate its school, Teaching the Basics from its current location to their Parish Hall and a temporary portable building to be placed in the Parish Hall parking lot.

**Location off Fayette Street**

Teaching the Basics will move to the St Paul's Parish Hall and a portable building will be located on a limited portion of the existing Parish Hall parking lot.

**Does Not Burden the Existing Roadways**

The proposed location will have adequate space for a drive through area, parking and stacking lanes. The traffic is planned to flow from Fayette Street's current entrance to the Parish Hall's parking lot thence in a counter-clockwise manner through the parking lot and exit on the current exit on Payne Lane. This is a flow similar to that currently occurring at the schools present location behind Town Hall which has presented no recurring problem.

**Served by Public Water & Sanitary Sewer**

Currently the Parish Hall is on a well and served by Prince William Service Authority for sewer. With the move of Teaching the Basics to this location both the Parish Hall and the portable building will be served by Prince William Service Authority for both water and sewer.

**Has Minimal Environmental Impact**

The portable building has 2128 sq ft area which will be placed on piers dug into the ground. The water run-off will be virtually the same as it currently is.

**Reviewed by Town Engineer**

The "Plot" and all requirements of Preliminary and Final Site Plans were reviewed by the Town Engineer. She is satisfied (contingent on her final review of her suggested changes) that the applicable requirements for a Site Plan are included on the "Plot."

A waiver to Town of Haymarket Code 58-506, Site Plan Procedures and Requirements is hereby requested.

Respectfully Submitted.



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Charles H. Wittrock  
Chairman, Steering Group  
St Paul's Church

**Request for Waiver  
Zoning Sec. 58 – 701, Buffer Yards**

**St Paul's School Teaching the Basics  
Haymarket, Virginia 20169**

**July 14, 2002**

**Record Owner/Applicant: St Paul's Church**  
**Property: St Paul's Parish Hall  
6735 Fayette St  
Haymarket, Virginia 20169  
GPIN 7297-89-5776**

**Request for Waiver**

We request a waiver to the requirement to have a Buffer Yard adjacent to the Parish Hall next to Payne Lane. There is not sufficient room per the Code to allow for a handicap access ramp, handicap parking space and for the Buffer Yard. This ramp in part will be on an existing walkway which has been in place before the requirement for the Buffer Yard was added to the Code. The handicap parking space will be "in line" with the ramp. After consultation with Haymarket Town Engineer, we request this requirement be waived.

**The Project**

St Paul's desires to relocate its school, Teaching the Basics from its current location to their Parish Hall and a temporary portable building to be placed in the Parish Hall parking lot.

**Location off Fayette Street**

Teaching the Basics will move to the St Paul's Parish Hall and a portable building will be located on a limited portion of the existing Parish Hall parking lot.

**Does Not Burden the Existing Roadways**

The proposed location will have adequate space for a drive through area, parking and stacking lanes. The traffic is planned to flow from Fayette Street's current entrance to the Parish Hall's parking lot thence in a counter-clockwise manner through the parking lot and exit on the current exit on Payne Lane. This is a flow similar to that currently occurring at the schools present location behind Town Hall which has presented no recurring problem.

**Served by Public Water & Sanitary Sewer**

Currently the Parish Hall is on a well and served by Prince William Service Authority for sewer. With the move of Teaching the Basics to this location both the Parish Hall and the portable building will be served by Prince William Service Authority for both water and sewer.

**Has Minimal Environmental Impact**

The portable building has 2128 sq ft area which will be placed on piers dug into the ground. The water run-off will be virtually the same as it currently is.

A waiver to Town of Haymarket Code 58-701, Buffer Yard is hereby requested.

Respectfully Submitted.



Charles H. Wittrock  
Chairman, Steering Group  
St Paul's Church

**Request for Waiver  
Zoning Sec. 58 – 703. Parking Lot Landscaping**

**St Paul's School Teaching the Basics  
Haymarket, Virginia 20169**

July 14, 2008

**Record Owner/Applicant: St Paul's Church**

**Property: St Paul's Parish Hall  
6735 Fayette St  
Haymarket, Virginia 20169  
GPIN 7297-89-5776**

**Request for Waiver**

We request a waiver to the requirement to have landscaping adjacent to the existing Parish Hall parking lot adjacent to Payne Lane. As per 58 – 703 (g) *Modification of parking lot landscaping requirements for landscaped area adjacent to a public street.* We request waiver of 58 – 703 (c)(1), as the “ten-foot area would serve no useful purpose and has created a hardship to the property owner.” The portable building to be placed in the parking lot is only temporary and is the only change (other than a handicap parking space next to the Parish Hall) to the current parking lot. The portable building will be removed when the permanent school is built on other church property. The inclusion of the ADA compliant handicap parking space and the ADA modifications to the Payne Lane Parish Hall building entrance would make the landscaping difficult or impossible. After consultation with Haymarket Town Engineer, we request this requirement be waived.

**The Project**

St Paul's desires to relocate its school, Teaching the Basics from its current location to their Parish Hall and a temporary portable building to be placed in the Parish Hall parking lot.

**Location off Fayette Street**

Teaching the Basics will move to the St Paul's Parish Hall and a portable building will be located on a limited portion of the existing Parish Hall parking lot.

**Does Not Burden the Existing Roadways**

The proposed location will have adequate space for a drive through area, parking and stacking lanes. The traffic is planned to flow from Fayette Street's current entrance to the Parish Hall's parking lot thence in a counter-clockwise manner through the parking lot and exit on the current exit on Payne Lane. This is a flow similar to that currently occurring at the school's present location behind Town Hall which has presented no recurring problem.



**Served by Public Water & Sanitary Sewer**

Currently the Parish Hall is on a well and served by Prince William Service Authority for sewer. With the move of Teaching the Basics to this location both the Parish Hall and the portable building will be served by Prince William Service Authority for both water and sewer.

**Has Minimal Environmental Impact**

The portable building has 2128 sq ft area which will be placed on piers dug into the ground. The water run-off will be virtually the same as it currently is.

A waiver to Town of Haymarket Code 58-703, Parking Lot Landscaping is hereby requested.

Respectfully Submitted.



Charles H. Wittrock  
Chairman, Steering Group  
St Paul's Church

**Request for Waiver  
Zoning Sec. 58 – 11 (10), Parking Lot Paving**

**St Paul's School Teaching the Basics  
Haymarket, Virginia 20169**

**July 14, 2008**

**Record Owner/Applicant: St Paul's Church**  
**Property: St Paul's Parish Hall  
6735 Fayette St  
Haymarket, Virginia 20169  
GPIN 7297-89-5776**

**Request for Waiver**

We request waiver of the requirement for the parking lot to be paved (“... shall be surfaced with asphalt or concrete.”). The use of the Portable Building is for a temporary location of the Teaching the Basics School and the hardship of paving and its cost would unduly burden the church and school. We also believe that allowing the water to naturally seep into the ground through the gravel surface of the existing parking lot is better for the environment than gathering the water via paving. We have discussed this matter with the Town of Haymarket Engineer and after receiving a letter on the subject from the Town Attorney, we believe this is a reasonable solution.

**The Project**

St Paul's desires to relocate its school, Teaching the Basics from its current location to their Parish Hall and a temporary portable building to be placed in the Parish Hall parking lot.

**Location off Fayette Street**

Teaching the Basics will move to the St Paul's Parish Hall and a portable building will be located on a limited portion of the existing Parish Hall parking lot.

**Does Not Burden the Existing Roadways**

The proposed location will have adequate space for a drive through area, parking and stacking lanes. The traffic is planned to flow from Fayette Street's current entrance to the Parish Hall's parking lot thence in a counter-clockwise manner through the parking lot and exit on the current exit on Payne Lane. This is a flow similar to that currently occurring at the schools present location behind Town Hall which has presented no recurring problem.

**Served by Public Water & Sanitary Sewer**

Currently the Parish Hall is on a well and served by Prince William Service Authority for sewer. With the move of Teaching the Basics to this location both the Parish Hall and the

portable building will be served by Prince William Service Authority for both water and sewer.

**Has Minimal Environmental Impact**

The portable building has 2128 sq ft area which will be placed on piers dug into the ground. The water run-off will be virtually the same as it currently is.

A waiver to Town of Haymarket Code 58- 11 (10) for the Parish Hall parking lot to comply with the Code “. . . shall be surfaced with asphalt or concrete.” is hereby requested.

Respectfully Submitted.



Charles H. Wittrock  
Chairman, Steering Group  
St Paul's Church

**Request for Waiver  
Zoning Sec. 58 – 59 (b) Corner Lots**

**St Paul's School Teaching the Basics  
Haymarket, Virginia 20169**

**7 Aug, 2008**

**Record Owner/Applicant: St Paul's Church**  
**Property: St Paul's Parish Hall  
6735 Fayette St  
Haymarket, Virginia 20169  
GPIN 7297-89-5776**

**Request for Waiver**

After consulting with the Town Engineer and with her guidance, we request a waiver to "corner lots" requirements. We request this waiver to allow parking in the existing Parish Hall parking lot that faces the street and which corresponds to the Plot Plan submitted for the SUP.

**The Project**

St Paul's desires to relocate its school, Teaching the Basics from its current location to their Parish Hall and a temporary portable building to be placed in the Parish Hall parking lot.

**Location off Fayette Street**

Teaching the Basics will move to the St Paul's Parish Hall and a portable building will be located on a limited portion of the existing Parish Hall parking lot.

**Does Not Burden the Existing Roadways**

The proposed location will have adequate space for a drive through area, parking and stacking lanes. The traffic is planned to flow from Fayette Street's current entrance to the Parish Hall's parking lot thence in a counter-clockwise manner through the parking lot and exit on the current exit on Payne Lane. This is a flow similar to that currently occurring at the schools present location behind Town Hall which has presented no recurring problem.

**Served by Public Water & Sanitary Sewer**

Currently the Parish Hall is on a well and served by Prince William Service Authority for sewer. With the move of Teaching the Basics to this location both the Parish Hall and the portable building will be served by Prince William Service Authority for both water and sewer.

**Has Minimal Environmental Impact**

Attachment: St Pauls Church SUP Renewal Request (1812 : St. Paul's Church - SUP)  
The portable building has 278 sq ft area which will be placed on piers dug into the ground. The water run-off will be virtually the same as it currently is.

A waiver to Town of Haymarket Code 58-703, Parking Lot Landscaping is hereby requested.

Respectfully Submitted.



**Charles H. Wittrock**  
**Chairman, Steering Group**  
**St Paul's Church**

**Request for Waiver  
Zoning Sec. 58 – 57 (a) Yard Regulations, Side**

**St Paul's School Teaching the Basics  
Haymarket, Virginia 20169**

**7 Aug. 2008**

**Record Owner/Applicant:** St Paul's Church

**Property:** St Paul's Parish Hall  
6735 Fayette St  
Haymarket, Virginia 20169  
GPIN 7297-89-5776

**Request for Waiver**

After consulting with the Town Engineer and with her guidance, we request a waiver to side yard requirements. We request this waiver to allow parking in the side and rear yards of the Parish Hall parking lot corresponding to the Plot Plan submitted for the SUP.

**The Project**

St Paul's desires to relocate its school, Teaching the Basics from its current location to their Parish Hall and a temporary portable building to be placed in the Parish Hall parking lot.

**Location off Fayette Street**

Teaching the Basics will move to the St Paul's Parish Hall and a portable building will be located on a limited portion of the existing Parish Hall parking lot.

**Does Not Burden the Existing Roadways**

The proposed location will have adequate space for a drive through area, parking and stacking lanes. The traffic is planned to flow from Fayette Street's current entrance to the Parish Hall's parking lot thence in a counter-clockwise manner through the parking lot and exit on the current exit on Payne Lane. This is a flow similar to that currently occurring at the schools present location behind Town Hall which has presented no recurring problem.

**Served by Public Water & Sanitary Sewer**

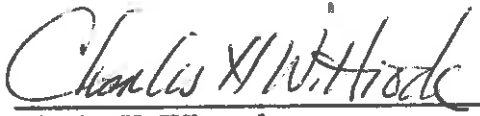
Currently the Parish Hall is on a well and served by Prince William Service Authority for sewer. With the move of Teaching the Basics to this location both the Parish Hall and the portable building will be served by Prince William Service Authority for both water and sewer.

**Has Minimal Environmental Impact**

The portable building has 2128 sq ft area which will be placed on piers dug into the ground. The water run-off will be virtually the same as it currently is.

requested.

Respectfully Submitted.



Charles H. Wittrock  
Chairman, Steering Group  
St Paul's Church

ST. PAUL'S CHURCH, HAYMARKET VIRGINIA

SPECIAL USE PERMIT

FORM OF THE MOTION TO BE CONSIDERED AND ADOPTED:

Case No. SUP20080527, an application for a special use permit to allow a temporary early learning center/school upon property commonly known as 6735 Fayette Street, Town of Haymarket, Virginia.

A conditional special use permit for an early learning center/school is hereby approved for St. Paul's Church, Haymarket to own and operate a temporary early learning center/school on property commonly known as 6735 Fayette Street, Town of Haymarket, Virginia subject to the following conditions:

1. If there is any change in ownership of the property, this special use permit shall automatically terminate without further action by any party. The property is currently owned by St. Paul's Church, Haymarket.
2. If St. Paul's Church, Haymarket should cease to operate the school or if any other party attempts or should operate or manage the school, this special use permit shall automatically terminate without further action by any party.
3. Notwithstanding any of the foregoing, this special use permit if not earlier terminated, shall expire ~~six~~ <sup>two</sup> years from the date of its granting, but without prejudice for the applicant to reapply to extend the special use permit.
4. No more than 135 students shall attend the school at any one time.
5. The site shall be used, developed, constructed and reconstructed only in conformity with the site plan or site drawing and information attached hereto. Any change in the site plan or site usage not in accordance with the site information furnished the Town as part of the site plan application, unless hereafter agree to by the Town, shall terminate this SUP without further action by any party.
6. Failure by the Town or any other party to insist on any of the terms or conditions of this SUP or the provisions of any local, state or federal law or requirement shall not be deemed a waiver thereof.





TO: Town of Haymarket Planning Commission  
SUBJECT: Parking Ordinance and Needs Assessment Proposals  
DATE: 04/14/14

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The Town received four proposals for the Parking Ordinance and Needs Assessment.

**ATTACHMENTS:**

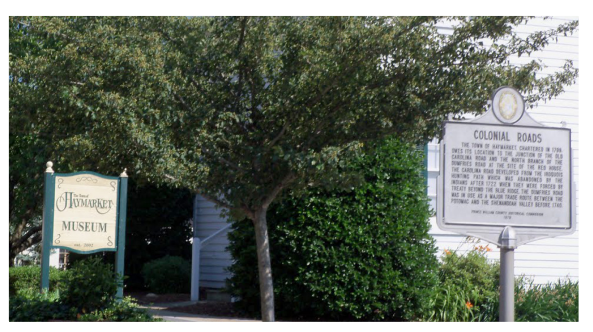
- Berkley Group Parking Ordinance and Needs Assessment Proposal (PDF)
- EPR - Proposal for Parking Ordinance and Needs Assessment (PDF)
- Forsburg Assoc Proposal(PDF)
- Gorove-Slade Final Proposal (PDF)



A request for proposals for a

# PARKING ORDINANCE AND NEEDS ASSESSMENT

for the Town of Haymarket, Virginia



March 14, 2014

Submitted by:



RENAISSANCE PLANNING GROUP



March 6, 2014

Mr. Brian P. Henshaw  
Town Manager  
Town of Haymarket  
P.O. Box 1230  
15000 Washington Street  
Haymarket, VA 20168

Re: Parking Ordinance and Needs Assessment RFP

Dear Mr. Henshaw:

The Berkley Group, in partnership with Renaissance Planning Group, is pleased to submit this proposal for your consideration. I hope you find that it directly responds to the Request for Proposals (RFP) criteria. It is intended to be a realistic proposal that effectively addresses the Town of Haymarket's Parking Ordinance and Needs Assessment project.

The Berkley Group is committed to quality planning work for local governments. Our principals have spent their careers in local government and look forward to assisting the Town on this project. In order to provide the Town with the best combination of experience and skills, we have teamed with Renaissance Planning Group in Charlottesville, Virginia for this project. Together, our team of professionals seasoned in the analysis of transportation, land use and development ordinances, can conduct a parking needs assessment with subsequent ordinance implementation efficiently and effectively due to our direct, in-depth experience and our sincere commitment to you.

I am pleased to serve as Project Manager for this collaborative team. In addition to the group's previous projects and clients, as the Project Manager, my primary references for this project are:

- ❖ Elizabeth Via-Gossman (703-257-8224), Community & Economic Development Director  
City of Manassas
- ❖ Richard West (703-221-3400), Public Works Director  
Town of Dumfries
- ❖ Chris Lawrence (540-983-0607), Town Manager  
Town of Vinton

We look forward to meeting with you to discuss this project further. Thank you for your thoughtful consideration of this proposal.

Best Regards,

Darren K. Coffey, AICP, CZA  
Principal, Project Manager

105 CRESMONT ROAD, TROY, VIRGINIA 22974

[darren@theberkleygroupllc.com](mailto:darren@theberkleygroupllc.com)

434/981-2026

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## PROJECT APPROACH

The foundation for **The Berkley Group's** approach is our knowledge and experience preparing studies, plans, and ordinances for a wide variety of localities in Virginia and beyond. The rationale is based on three fundamental values:

- ***An open and collaborative process*** that includes key stakeholders will result in the most effective parking needs assessment and ordinance.
- ***Sound technical analysis*** will drive the final product. A needs assessment that is grounded with a clear understanding of the principles of planning, design, land use, and economics will provide the best product for the Town.
- ***Being responsive, flexible, open, creative, and cooperative*** in working with Town officials will produce the greatest possible outcome.



In addition to these values, coordination, communication, and implementation are the primary components of a successful project. The Berkley Group's approach and understanding of the scope of work is derived from our experience as local government staff and private consultants facilitating a variety of studies, plans, and ordinance amendments for a variety of localities. We have teamed with **Renaissance Planning Group** for this project to maximize expertise and better leverage professional resources. Renaissance is a firm that specializes in the disciplines of transportation and land use planning, engineering and multimodal transportation, not just on the single element of parking. Our projects combine many of the transportation challenges local staffs deal with regularly — traffic congestion and impacts, transit, pedestrian mobility, bicycle circulation, roadway design, safety, in addition to parking analysis. Transforming streets into pleasant, pedestrian-friendly space while maintaining traffic safety and efficiency is a common element on many of our projects, and it is also a high priority of Renaissance staff. While this study focuses primarily on parking in Haymarket, it is our view that parking is but one of the key transportation elements that make up a thriving and vibrant town.

This project requires an expertise in project management and multimodal transportation planning in order to effectively perform the parking needs assessment and translate the results into a usable report with an adopted ordinance. While the parking assessment itself is a central component to the project, an assessment without political and community buy-in will not be successfully implemented. ***Project execution and implementation within the broader context of a walkable community is the primary objective of the parking needs assessment and ordinance.***

The consultants are dedicated to this project and ensure that tasks are performed efficiently and effectively, communications are proactive and responsive, and the project stays on schedule. **Darren Coffey, Project Manager**, is ***skilled at managing multiple projects at one time.*** The Berkley Group has the capacity with its current workload and will work closely with Town staff.

## SCOPE OF WORK

### *Understanding of Project Objectives*

The Scope of Work is outlined in the Request for Proposals. The purpose of this study is to assess the impact of potential and existing development on the Town's parking needs and to review the Town's parking ordinance and to perform a parking needs assessment. As the Town's economy continues to grow, the importance of parking in terms of availability location, use and functionality is an important concern. This study will provide the basis for modification of the Town's Parking Ordinance and identify the needs for the Town's Capital Improvements Plan. *The Berkley Group team will provide all of the services outlined in the RFP's Scope of Work efficiently, effectively and within budget.*

### *Phase 1 - Data Collection*

#### **Task 1 – Assessment of Current Parking Conditions**

Task Objective: To determine the status of the existing parking supply in Haymarket and to coordinate with Town staff and relevant stakeholders.

#### Existing Parking Supply:

- Meet with appropriate Town staff to review historical information on the supply of parking in the study area.
- Obtain latest GIS mapping and database for existing parking from the Town.
- Conduct review to develop and/or update the GIS inventory of parking supply.
- Review any previously collected surveys of existing parking.
- Coordinate with the staff and relevant stakeholders on an approach to the inventory of existing public and private parking supply.

#### Stakeholder Coordination:

- Meet with appropriate Town staff and establish who should be included in a Town Parking Stakeholder group.
- Communicate with the stakeholders as to project objectives, schedule, meetings with Town and consultant team members, and conduct initial meeting.
- Conduct periodic presentations to the Stakeholder group to share information and gather additional feedback.

### *Phase 2 – Analysis*

#### **Task 2 – Town Parking Assessment**

Task Objective: To provide a thorough analysis of the existing parking supply and utilization in the study area.

- Conduct assessment and documentation of existing public and private parking supply inventory in the Town.
- Present existing parking supply inventory to the Stakeholders and obtain specific needs. For example, loading zones, parking durations, etc.
- Determine if existing inventory and designations of parking spaces is consistent with the stakeholder needs.

- Conduct a limited build-out analysis, per currently known development projects to identify future parking demand.
- Identify deficiencies in the existing parking supply.
- Identify opportunities to improve drivers' ability to identify and locate parking within the study area. For example, wayfinding recommendations.

### ***Phase 3 – Develop Short-Term and Long-Term Strategies***

#### **Task 3 – Town Parking Recommendations**

Task Objective: To prepare a recommended plan for the utilization of parking in the study area.

- Prepare GIS based mapping of recommended parking plan for the Town.
- This plan will include recommended placement of all parking improvements, including existing and potential locations for proposed public parking and loading zones.
- Recommend potential structured public parking garage locations for the Town, if needed and desired, as an incentive to private redevelopment and new development.
- Identify opportunities to reduce the potential demand for parking in the Town through improved transportation demand management strategies.

#### **Task 4 – Parking Ordinance Recommendations, Funding Options and Final Report**

Task Objective: To provide draft and final recommendations and reports of the project study.

- Prepare an assessment of deficiencies in the current parking ordinance and prepare a technical memorandum including recommended modifications to the parking ordinance and any other relevant Town ordinances.
- The recommendations will consider ways to resolve conflicts between parking needs and the Comprehensive Plan and Zoning Ordinance.
- Prepare recommendations on potential funding options to implement public parking improvements, wayfinding improvements and municipal parking lots/structured parking.
- Prepare draft report to the Town documenting all phases of the study.
- Revised draft report based on comments received from the Town.
- Provide final report and all project data to the Town in digital form.
- During the study period, the Berkley Group team will make up to three presentations and briefings for Town staff, Town Council, stakeholders, and others as designated by the Town.

<b>PROJECT SCHEDULE</b>				
<i>Phase/Task</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>
<b><u>Data Collection:</u></b> Kickoff Meeting with Staff				
Obtain latest GIS mapping and database for existing parking from the Town; review previously collected surveys/plans.				
Conduct review to develop and/or update the GIS inventory of parking supply.				
Coordinate with the staff and relevant stakeholders on an approach to the inventory of existing public and private parking supply.				
<b><u>Analysis:</u></b> Conduct assessment and documentation of existing public and private parking supply inventory in the Town. Determine if existing inventory and designations of parking spaces is consistent with the stakeholder needs.				
Present existing parking supply inventory to the Stakeholders and obtain specific needs. For example, loading zones, parking durations, etc. Identify deficiencies in the existing parking supply.				
Conduct a limited build-out analysis, per currently known development projects to identify future parking demand. Identify opportunities to improve drivers' ability to identify and locate parking within the study area.				
<b><u>Develop Short- and Long-Term Strategies:</u></b> Town Parking Recommendations				
Ordinance language recommendations, funding options, and final report				



## TEAM CREDENTIALS

**Darren Coffey - certified planner (AICP), certified zoning administrator (CZA), and Project Manager** - worked in local government for over 18 years managing projects, creating and implementing plans and studies, and developing and amending ordinances. The clear and straightforward drafting of ordinances is critical to their effective implementation. Darren has significant ordinance development experience including Blacksburg, Manassas, Fluvanna County, and Louisa County. This successful track record is due to clear writing, close collaboration with the Staff and elected body, conducting public venues such as developers roundtables, and close cooperation with competent legal counsel well-versed in land use matters. *Effective ordinances are ones born out of such an inclusive process, ones that are consistent with the Comprehensive Plan, and that are legally accurate and consistent.*

**Drew Williams, AICP**, has been involved with a number of parking studies serving as a public works planner and assistant director in Harrisonburg. The studies included an analysis of parking supply, identification of deficiencies, documentation of needed improvements, funding, and so on. The nature of the Town of Haymarket's parking needs assessment and ordinance development is very similar to the studies conducted in the City of Harrisonburg, as well as other localities throughout the Commonwealth.

In addition to the relevant experience of The Berkley Group's principals, the **Renaissance Planning Group** adds significant depth and expertise to the team in their parking needs assessment and study experience, as well as their multimodal facility development record.

**Vlad Gavrilovic, AICP**, is a principal with Renaissance Planning Group and has over 28 years of experience in the integration of land use, urban design and transportation planning practice. He has managed a wide variety of complex projects throughout his career and has designed innovative and context sensitive solutions for communities around the country. His experience includes land use and transportation planning, multi-modal transportation design, urban design, environmental planning, and facilitation and consensus building. Recently, he was project manager for Virginia's first complete streets design manual, the *Multimodal System Design Guidelines for the Department of Rail and Public Transportation*, which has recently been adopted by VDOT as an addition to its Road Design Manual. He is familiar with parking policy and implementation, from the perspective of the public and private sector and has worked on parking policy and code issues with numerous local governments in Virginia, as well as in private development projects.

**Jason Espie, AICP**, is comfortable working in scales from the region to the street, and approaches challenges asking how to best integrate planning, transportation, engineering and urban design perspectives. One of his areas of expertise is in conducting corridor studies including projects in Augusta, Rockingham, and Greene counties, as well as numerous localities in North Carolina. Jason also has significant transportation study experience as demonstrated on projects in Loudoun and Fairfax counties and Randolph County, WV.

**Jessica Dimmick, EIT**, is trained as a civil engineer who continues to advance her planning, policy, communication, and facilitation skills through multimodal transportation and land use projects at site, corridor, regional, and statewide scales. Jessica has a wide variety of experience with multimodal and other transportation related projects.

**Dan Hardy, P.E., PTP**, is a transportation engineer and principal with Renaissance Planning Group and has experience in developing transportation solutions that balance transportation and land use options to optimize multimodal travel demand and transportation network services in congested communities. He is the former director of transportation for Montgomery County, Maryland and his expertise includes both developing and applying growth management policies and practices.

## RELEVANT EXPERIENCE

As you will see in our qualifications package, our team brings extensive local, state and regional knowledge, national experience, creativity, and a track record of success on projects similar to the Haymarket parking study. In Charlottesville, we conducted a similar study for the City that was very successful in recommending a plan for the utilization of parking in the downtown that included a parking-exempt district to encourage redevelopment in the downtown. Renaissance Planning Group was also a pioneer in developing Florida's Multimodal Transportation Districts and has consulted for numerous municipalities on downtown development codes that deal with complex parking issues. For example, we assisted the City of Destin with a series of analyses and recommendations for its parking code, including recommended parking requirements for shopping centers and restaurants in the City.

The strengths of the Berkley/Renaissance team include the following:

- Experience and knowledge of Virginia localities similar to the Town of Haymarket;
- Transportation planners and engineers who have successfully led some of the more complex transportation planning projects in Virginia as well as smaller traffic and parking studies, and who are recognized for their expertise and excellent client relationships;
- Direct project experience featuring central business district parking and ordinance work;
- Expertise, commitment, and availability of directly qualified staff members; and
- Effective proposed work plan and approach for completion of the study.

## FIRM PROFILES



### *Who We Are*

The Berkley Group is a leading local government consulting firm. Our principals have spent their professional careers working at all levels of local government, including organization management. Our experience provides us with a unique perspective for our clients – allowing us to understand the interconnectedness of projects with multiple community goals. We are a firm with strong ties to the Commonwealth of Virginia and understand the challenges facing local governments today. We provide personal attention and superior service delivery to our clients. Our primary focus is assisting and partnering with smaller localities throughout the Commonwealth.

### *The Berkley Approach*

Our passion is to help local government succeed. We understand that local governments are continually asked to do more with less. As a result, political pressure increases along with citizens' expectations, meanwhile important community initiatives are delayed due to funding constraints or political will. The Berkley Group partners with local governments to offer an expert, neutral third-party perspective to transform ideas into action and advance projects. ***Our proficient local government team has facilitated thousands of public meetings.***



## RENAISSANCE PLANNING GROUP

Renaissance Planning Group is a planning, design, and policy analysis consulting firm dedicated to creating cities that work. We specialize in the integration of transportation, land use, urban design, and technology for communities to create thoughtful, lasting plans and policies. We have a staff of 37 people located in offices throughout the mid-Atlantic and Southeast. We are particularly skilled in working with communities in transition, most notably those seeking to transform existing patterns of development into more livable and sustainable patterns supported by robust multimodal transportation systems. Our core philosophy is placemaking – which is the art of creating livable physical environments supportive of transit, walking, bicycling and social interaction through urban design and multimodal transportation planning. The firm provides services primarily to public sector agencies, including metropolitan planning organizations, regional planning commissions, local governments, transit agencies, and state and federal agencies. The professional staff members of Renaissance Planning Group are skilled in developing innovative and effective policy approaches and technical methods, as well as building public consensus for equitable solutions that create economic value and livable communities.

### *Berkley Group Key Services*

- ✓ Land Use & Transportation Planning
- ✓ Grant Writing & Administration
- ✓ Capital Improvement Program Development
- ✓ Project Planning & Management
- ✓ Locally Administered VDOT Projects
- ✓ Comprehensive Plans
- ✓ Zoning & Subdivision Ordinances
- ✓ Public Involvement
- ✓ Community Issues Facilitation
- ✓ Expert Testimony

### *Our Clients*

- Town of New Market
- Town of Dumfries
- City of Manassas
- Town of Culpeper
- Central Shenandoah Planning District Commission
- George Washington Regional Commission
- Town of Bowling Green
- Town of Payson, Arizona



DARREN KEMPER COFFEY,  
AICP, CZA

**EXPERIENCE**  
20 Years

**EDUCATION**  
MA in Geography, Rutgers  
University, New Brunswick, NJ  
(1993)

BS in Economics and  
Geography, James Madison  
University, Harrisonburg, VA  
(1992)

**AFFILIATIONS**  
American Institute of Certified  
Planners (AICP), 2000-present  
Virginia Association of Zoning  
Officials Certified Zoning  
Administrator (CZA),  
2008-present

## SUMMARY

In-depth local government background; skilled in planning, administration, facilitation, negotiation, analysis, and oral and written communications. Familiar with capabilities of GIS, word-processing, spreadsheet, database, presentation, statistical and financial software. Provide leadership and vision; take initiative; independent worker, but team oriented; efficient, effective, responsive and responsible.

## WORK HISTORY

### **Principal, Berkley Group (6/10-present)**

Created a consulting firm to partner with and support small localities with a variety of plans, projects, and issues of local concern. The firm has over 30 years of collective experience in local government and specializes in public involvement, community mediation, project development & management, grant writing & administration, Comprehensive Plan development, Zoning & Subdivision Ordinances, Revenue Sharing development & administration, and other community enhancement projects.

### **Planning & Community Development Director, Fluvanna County, (6/08-3/12)**

Responsible for all planning, zoning, and code inspection activities in Fluvanna County. Administer and amend zoning and subdivision ordinances, revise and amend comprehensive plan, implement desired policies and procedures, and facilitate special projects. Attend and participate in Board of Supervisor meetings and oversee all work of the Planning Commission. Provide support to the County Administrator and Assistant County Administrator. Served as Interim County Administrator from November 2011 until March 2012.

### **Community Development Director, Louisa County, (2/05-6/08)**

Responsible for all planning, zoning, and inspection activities in Louisa County. Administer zoning and subdivision ordinances, amend comprehensive plan and related ordinances, modernize office procedures and processes, and facilitate special projects. Attend and participate in Board of Supervisor meetings and organize and help facilitate all Planning Commission work, committees, and work sessions. Provide support to the County Administrator and Deputy County Administrator as needed. Supervise a department of over 18 employees.

### **Community Development Manager, Town of Blacksburg, (3/04-2/05)**

Direct the town's Community Development Block Grant (CDBG) programs and projects, as well as the town's neighborhood enhancement (code enforcement) program. Wrote and implemented the town's first Consolidated Plan to meet federal requirements for receiving CDBG funds for low-moderate income activities. Act as town liaison to regional organizations and the Housing Advisory Board. Supervise three full-time employees.

**Town Planner, Town of Blacksburg, (4/99-3/04)**

Responsible for all long range planning projects. Manage the successful implementation of the town's first CDBG grant. Create, implement, and administer the Neighborhood Planning program, Blacksburg Historic District, and mini-grant program. Develop and implement the 2001 Comprehensive Plan and related studies (e.g., Cost Analysis of Land Uses and Economic Development studies), Blacksburg Parks Master Plan, and a regional park master site plan. Assist Development Administrator with zoning development/enforcement, plan review, staff reports/presentations. Staff liaison to the Long Range Planning committee of the Planning Commission and the Corridor Committee. Supervise the Comprehensive Planner and numerous intern positions.

**Planner, Mecklenburg County Park and Recreation Department, (2/95-4/99)**

Park Planner for the North Park Region including the creation of master plans; land acquisition/development; identification of long range needs; and provision of technical support for regional staff. Conduct community workshops. Update the Park Master Plan and Greenway Master Plan with planning team members and the Planning Commission. Annually redevelop the department's Capital Needs Assessment (CNA) and derive funding proposals. Manage construction projects including trails, playgrounds, shelters, and recreation centers. Initiated a new GIS position and centralized database development/management. Serve as the department's transit liaison for the 2025 Integrated Transit/Land-Use Plan. Implement joint use agreements with other public agencies.

## PROFESSIONAL ACCOMPLISHMENTS

**Planning**

- Dumfries, VA Comprehensive Plan Update (2013-)
- Manassas, VA Zoning Ordinance Diagnostic & Amendment (2013- )
- Payson, AZ General Plan Update [with TischlerBise] (2013)
- Buckingham County, VA Comp Plan/Zoning & Subdivision Ordinance Diagnostic (2013)
- Fluvanna County Comprehensive Plan (2009)
- Louisa County Comprehensive Plan (2006)
- Louisa County Shoreline Management Regulations
- Affordable housing programs, policies, and committees
- Blacksburg Consolidated Plan
- 2001 Blacksburg eComprehensive Plan
- Neighborhood Planning program for Town of Blacksburg
- Blacksburg Historic District development and implementation
- Brown Farm Park Site Master Plan development
- Mecklenburg County Park Master Plan update
- Mecklenburg County Greenway Master Plan

**Economic Development**

- Oversee Zion Crossroads commercial development
- Managed Blacksburg's Cost of Land Use Study
- Capital Improvements Programs
- 1995 & 97 Two-Thirds Bonds
- 1995 General Obligation Bond
- Capital Needs Assessment
- ISTE/TEA-21 Enhancement Grants

**Project Management**

- Water Supply Master Plan
- Telecommunications Master Plans
- DHCD grants for housing,
- Modernize County's Permit Software to web-based platform
- Roanoke-Lee Street Affordable Housing Project
- SkatePark -- Mecklenburg County's first skateboard park
- Nevin Community Park
- Mallard Creek Community Park - Phase II
- Mallard Creek Recreation Center
- Mallard Creek Greenway expansion
- Hornets' Nest Park redesign and rehabilitation
- Americans with Disability Act upgrades



ANDREW D. WILLIAMS,  
AICP

**EXPERIENCE**  
13 Years

**EDUCATION**

BA in Public and Urban Affairs,  
Virginia Polytechnic Institute  
and State University,  
Blacksburg, VA (2002)

Minor (s): Political Science and  
History. Emphasis on  
Urbanization and development,  
policy development

**AFFILIATIONS**

American Planning Association  
(9/02 – present)

Harrisonburg-Rockingham  
Metropolitan Planning  
Organization (HRMPO)  
(4/03-01/14)

Rebuilding Together, Executive  
Board (3/05-10/06)

American Institute of Certified  
Planners (5/06 – present)

**SUMMARY**

Strong planning and public works background; strong emphasis in project management, grant writing, research, analysis, and written and oral presentations. Familiar with engineering concepts, public involvement and facilitation, budget development/management, and traffic management systems. Pursues leadership; strong inter-personal skills; efficient and good team worker.

**WORK HISTORY**

**Principal, Berkley Group (6/10-present)**

Created a consulting firm to partner with and support small localities with a variety of plans, projects, and issues of local concern. The firm has over 30 years of collective experience in local government and specializes in public involvement, community mediation, project development & management, grant writing & administration, Comprehensive Plan development, Zoning & Subdivision Ordinances, Revenue Sharing development & administration, and other community enhancement projects.

**Assistant Public Works Director, City of Harrisonburg (7/07-1/14)**

Oversee day-to-day operations of the 115 employee Department, which include street maintenance, traffic engineering, capital infrastructure planning, project management, sanitation disposal and a municipal waste incinerator. Develop and manage annual \$21 million department operating budget. Coordinate project development and management. Administer grants; manage transportation project and VDOT programs in the City.

**Senior Planner, Central Shenandoah Planning District Commission (10/06-7/07)**

Project management for VDOT grants throughout the district. Develop Water Supply Plan for Shenandoah River Basin and Upper James River Basin. Completed Harrisonburg-Rockingham Regional Jail Expansion Study. Assist with management of the Harrisonburg-Rockingham MPO.

**Transportation Planner/Transportation Superintendent, City of Harrisonburg (9/02-10/06)**

Director of Neighborhood Traffic Calming Program and coordinator for Transportation Safety Commission. Develop transportation component of the 2004 City of Harrisonburg Comprehensive Plan. Assist City Planner and staff with Planning Commission applicant reviews. Update Major Street Plan with Public Works/Community Development staff. Appointed member of the Technical Advisory Committee for the Metropolitan Planning Organization. Administrative Assistant for Transportation Safety Commission. Assist zoning administrator and city engineer with development review. Coordinate multi-interested groups. Supervise intern positions. Coordinate road projects with numerous field crews. Development of 2005 Pedestrian Facilities Plan and rewrote 2005 Bicycle Plan.

**Transportation Planner, Town of Blacksburg (10/01-7/02)**

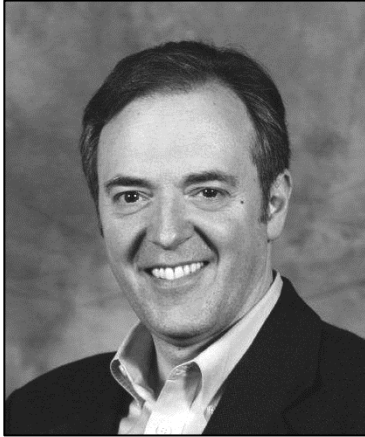
Coordinator of Neighborhood Traffic Control Program. Advisory staff member for Traffic Committee. Work extensively with neighborhood organizations, conducting traffic studies. Assist Town Engineer and Zoning Administrator in development and proposed development.

PROFESSIONAL ACCOMPLISHMENTS

- Developed and Manage Transportation Management Program in City of Harrisonburg
- Manage administration of City's Erickson Ave/Stone Spring Road: \$63 million project
- Written grants through VDOT and DEQ resulting in over \$50 million in awards and implementation.
- Managed Harrisonburg's Streetscape & Wayfinding Program and spearheaded efforts to write Master Streetscape Plan (anticipate adoption in early 2014).
- Harrisonburg 2005 Design and Construction Standards Manual Rewrite and Readoption.
- Serve on Steering Committee for VDOT's Urban Construction Initiative.
- Re-development of Neighborhood Traffic Control Program (Blacksburg).

Attachment: Berkley Group Parking Ordinance and Needs Assessment Proposal (1811 : Parking Ordinance and Needs Assessment Proposals)





**VLAD GAVRILOVIC, AICP**  
**PLANNING & DESIGN**  
**PRINCIPAL**

**EXPERIENCE**  
 28 Years

**EDUCATION**  
 Master of Urban and  
 Environmental Planning,  
 University of Virginia  
 Bachelor of Architecture,  
 University of Illinois

**AFFILIATIONS**  
 American Institute of Certified  
 Planners, No. 91410  
 University of Virginia,  
 Department of Planning,  
 Adjunct Faculty, Instructor in  
 Environmental Planning and  
 Design, 2000-2003  
 George Washington University,  
 CCEW Division of Landscape  
 Design, Instructor in Design  
 Theory, 1992-1995  
 American Federation of Garden  
 Clubs Certification Program,  
 Instructor in Urban Design  
 History, 1997-8

## SUMMARY

Vlad Gavrilovic is a principal with Renaissance Planning Group and has over 25 years of experience in the integration of land use, urban design and transportation planning practice. He has managed a wide variety of complex projects throughout his career and has designed innovative and context sensitive solutions for communities throughout the country. His experience includes land use and transportation planning, multi-modal transportation design, urban design, environmental planning, and facilitation, public involvement and consensus building.

Vlad's work has included projects for a wide variety of state, regional and local government clients, including state transportation agencies, regional planning organizations and MPOs, and localities at a wide variety of scales. He has served on the American Institute of Architects Committee of the Environment, and has taught planning and design at George Washington University and the University of Virginia. He has a particular focus on the development of integrated solutions that cross the boundaries of professional disciplines such as transportation planning, urban design, community planning, and economic development to address the challenges of modern society as it deals with the built and natural environments.

## STATEWIDE PLANNING

- VTRANS Statewide Transportation Policy Plan Updates – Virginia Office of Intermodal Planning & Investment
- VSTP Statewide Surface Transportation Plan Updates – Virginia Office of Intermodal Planning & Investment
- Multimodal System Design Guidelines, Virginia Department of Rail and Public Transportation, Richmond, VA
- On-Call Services for the Office of Intermodal Planning and Investment Services (OIPI) – Virginia Department of Public Transportation
- Transportation Efficient Land Use and Design Guide for Virginia, VDOT

## TRANSPORTATION & CORRIDOR PLANS

- US Route 29 Statewide Plan – Virginia Department of Transportation
- Local Government Assistance for Urban Development Areas – Virginia Department of Transportation
- US Route 30 Master Plan – Smart Growth Coalition of Westmoreland County
- Transit Plan Update – Loudoun County, Virginia
- Route 419 Intergovernmental Cooperation Plan – Roanoke Valley Area Metropolitan Planning Organization
- Route 522 Corridor Design Guidelines and Overlay District Ordinance – Virginia Department of Transportation





- Thoroughfare Plan – Augusta County, Virginia
- Central Virginia 2035 Long Range Transportation Plan Update – Region 2000, Lynchburg, Virginia
- Greene County Multimodal Corridor Study US 29/US 33 - Thomas Jefferson Planning District Commission
- Village Transportation Links Plan – Montgomery County, Virginia
- Caverns Road Interchange Master Plan – Town of Mount Jackson, Virginia
- Special Area Study for Williamsburg Road/Technology Boulevard Corridor – Henrico County, Virginia
- Route 58 Economic Development and Land Use Plan – Isle of Wight County, Virginia

## COMPREHENSIVE AND MASTER PLANNING

- Vision and Master Plan for the Neck Area of Charleston and North Charleston, SC - Berkeley-Charleston-Dorchester Council of Governments
- Comprehensive Plan Update – Chesterfield County, Virginia
- Comprehensive Plan – Town of Morrisville, North Carolina
- Comprehensive Plan Update – James City County, Virginia
- Comprehensive Plan Update – City of Winchester, Virginia
- Rural Village Plans – Montgomery County, Virginia
- Comprehensive Plan and Zoning Updates – Northampton County, Virginia
- Comprehensive Plan – Powhatan County, Virginia

## URBAN DESIGN

- Bladensburg Town Center – City of Bladensburg, Maryland
- Stonestreet Area Redevelopment Initiative – City of Rockville, Maryland
- Streetscape Master Plan – Town of Round Hill, Virginia
- National Mall Master Plan for Site Improvements – The Smithsonian Institution
- Waterfront Design Guidelines and Master Plan – Town of Cape Charles, Virginia
- Round Hill Design Charrette – Loudoun County, Virginia
- Toano Community Character Area Study – James City County, Virginia
- East Central Florida Vision – Private Client





**JASON ESPIE, AICP  
PROJECT MANAGER**

#### EXPERIENCE

6 Years - Land Use and  
Transportation Planning

12 Years – Project  
Management in Community  
Development, Conservation  
and Communications

#### EDUCATION

Master of Urban and  
Environmental Planning,  
University of Virginia

Bachelor of Arts in World  
History, Cum Laude, State  
University of New York,  
College at Purchase

#### AFFILIATIONS

American Institute of Certified  
Planners, No. 023469

American Planning Association

## SUMMARY

Jason brings a diversity of expertise and experience to integrated land use and transportation projects at Renaissance. Jason is comfortable working in scales from the region to the street, and approaches challenges asking how to best integrate planning, transportation, engineering and urban design perspectives. He is skilled in guiding communities through planning processes, facilitating workshops that help frame the issues, trade-offs, and make complex information digestible. Jason has years of experience in technical aspects of planning methods, tools, and visualization techniques. He has built and operated land use models using GIS tools such as CorPlan, and CommunityViz, and has experience tailoring data inputs for Travel Demand Models. Jason's years of professional experience includes community development, public involvement, communications and IT, and project management. For ten years prior to his graduate studies in planning, Jason managed projects and grants for The Mountain Institute, an international conservation and development non-profit organization engaged in community based-conservation and policy development. Before joining Renaissance, Jason worked for the Institute for Environmental Negotiation on numerous community involvement and land use planning projects.

### **Richmond Road Corridor Plan – Virginia Department of Transportation**

With funding from the Virginia Department of Transportation (VDOT) Multimodal Planning Grant Program, Jason served on a team of planners, engineers and designers to identify context-sensitive transportation improvements along the Route 250 corridor between the historic small town of Staunton and rural Augusta County where the corridor intersects with Interstates 64 and 81. The project involved a series of meetings with local landowners and developers as well as community workshops and technical analysis. It culminated in multimodal transportation project recommendations as well as urban design guidelines to support future economic and community development initiatives.

### **Countywide Transit Network Study - Fairfax County Department of Transportation**

Renaissance Planning Group is conducting a countywide transit network study to determine the type of transit systems needed to accommodate desired economic growth throughout the County over the next several decades. The study includes developing recommendations for the location of the Metrorail extension, streetcar or light-rail systems, and dedicated lanes for bus rapid transit systems or treatments. Jason is leading the land use and station areas analysis for future potential stations, as well as providing lead GIS technical oversight.

### **US 70 Corridor Study - French Broad River Metropolitan Planning Organization**

The French Broad River Metropolitan Planning in North Carolina contracted Renaissance to conduct a corridor study for a nine-mile section of US 70, a major east-west corridor that connects the City of Asheville to the City of Black Mountain and the unincorporated community of Swannanoa. The project integrated land use and transportation planning to produce a multimodal, comprehensive corridor vision plan with recommendations for implementation. Jason led the scenario planning tasks, using GIS and CorPlan; developed reports, mapping and illustrative diagramming of road sections; and supported public involvement and workshop facilitation.



### **North Valley Pike Corridor Strategic Plan – Rockingham County, Virginia**

US Route 11 (North Valley Pike) has long served as one of Rockingham County's major north-south transportation corridors and a major gateway to downtown Harrisonburg. Rockingham County contracted Renaissance to create a long-range strategic plan for this growth area of the County. The plan provides a guiding vision for the future preservation and development for this corridor, with supportive transportation strategies and design standards. Jason served as the project manager with primary responsibility for coordinating the team, overseeing the land use and transportation analysis, facilitating the public involvement process, and producing recommendations and guidelines to help achieve the desired vision for this area.

### **Greene County Multimodal Corridor Study US 29/US 33 – Thomas Jefferson Planning District Commission**

The Thomas Jefferson Planning District Commission contracted with Renaissance to conduct a multimodal study for the US 29 and US 33 corridors in Greene County, Virginia. The project goals were to improve the existing transportation system along US 29 and US 33, improve access to and between area businesses, coordinate inputs to the Greene County Comprehensive Plan update, and identify and prioritize cost-effective public and private transportation projects while coordinating with the larger VDOT funded US Route 29 Corridor Study. Scenario planning was a major component of this project. The final study included transportation network improvements, design guidelines, and desired land use place types for the growth areas in Greene County. Jason served as the project manager for this corridor study, overseeing every aspect of the project from initial scoping and analysis to final recommendations and reporting.

### **Transit Plan Update – Loudoun County, Virginia**

Jason helped facilitate the public involvement and land use integration components of a comprehensive transit plan update for one of the fastest growing counties in the United States. In addition to public workshops, the project included targeted workshops with transit-dependent populations [with Michael Baker Associates].

### **Farmville Regional Airport Access Study – Virginia Department of Transportation, Multimodal Transportation Planning Office**

As part of a Virginia Department of Transportation multimodal on-call consultant team, Renaissance supported the public involvement process, conducted stakeholder interviews, and provided a land use policy audit for the Farmville Regional Airport Access Study. Jason managed this project for Renaissance.

### **NCHRP 08-78: Estimating Walking and Bicycling Demand for Planning and Project Development**

Renaissance is leading a multi-disciplinary team in creating a guidebook for practitioners on estimating and forecasting bicycling and walking activity. The guidebook will include methods for estimating bike/pedestrian demand and activity at the regional, corridor, activity centers and site levels. The project is engaged in original research to measure and quantify the key socioeconomic, environmental, and transportation system factors that influence non-motorized tripmaking, including rates, route/path choice, destination choice, land use design and facilities. A key objective is to better quantify the benefits of smart growth development policies on mobility, accessibility, and traffic congestion. Jason role is to support the analytical research, methods and data assessment.





JESSICA DIMMICK, EIT  
PLANNER/ENGINEER

**EXPERIENCE**  
6 Years

**EDUCATION**  
Bachelor of Science in Civil Engineering,  
Lafayette College  
Graduate Coursework in Urban and  
Environmental Planning,  
University of Virginia

**AFFILIATIONS**  
Pennsylvania State Engineer-in-Training  
No. ET014482  
Women's Transportation Seminar,  
Central Virginia Chapter  
American Planning Association  
Virginia Chapter

## SUMMARY

Trained as a civil engineer, Jessica joined Renaissance in 2008 with a highly technical background in traffic engineering and transportation design. She has continued to hone her analytical skills while advancing her planning, policy, communication, and facilitation skills through multimodal transportation and land use projects at site, corridor, regional, and statewide scales.

## REPRESENTATIVE PROJECTS

### **Multimodal System Design Guidelines – Virginia Department of Rail and Public Transportation (DRPT)**

Jessica held a lead role throughout the development of these guidelines, which provide a process for holistic multimodal planning at regional, local, and corridor scales. Jessica utilized her expertise with the VDOT Road Design Manual, ITE/CNU's *Designing Walkable Urban Thoroughfares*, and other bicycle and pedestrian design manuals from AASHTO and NACTO to create a set of roadway engineering parameters for multimodal corridor design that reflects the surrounding context and fits within the broader multimodal system.

Jessica helped the team develop the methodology for designating and designing connected networks for all modes within a region that correlate to surrounding land uses and density, and how to make design tradeoffs in constrained rights-of-way. Jessica produced and narrated three web movies that explain the guidelines, and engaged a 50-member steering committee representing numerous state agencies, transit agencies, and local and regional planners throughout the two-year project.

### **Countywide Transit Network Study – Fairfax County, Virginia**

Jessica analyzed congestion metrics from the regional travel demand model to compare various land use and transportation scenarios. She engaged various transit providers in a dialogue about future Metrorail extensions and prepared a white paper to document the various factors, implications, and perspectives. Jessica conducted an extensive literature review of long-range transportation plans, initiatives, and studies within the Washington DC metro, and compiled the relevant findings for future transit planning in Fairfax County in a technical memorandum for reference in future project tasks.

### **Countywide Transit Network Study – Fairfax County, Virginia**

Jessica analyzed congestion metrics from the regional travel demand model to compare various land use and transportation scenarios. She engaged various transit providers in a dialogue about future Metrorail extensions and prepared a white paper to document the various factors, implications, and perspectives. Jessica conducted an extensive literature review of long-range transportation plans, initiatives, and studies within the Washington DC metro, and compiled the relevant findings for future transit planning in Fairfax County in a technical memorandum for reference in future project tasks.

### **2035 Virginia Surface Transportation Plan Update – Virginia Department of Transportation and Department of Rail and Public Transportation**

Jessica led the coordination effort for the graphic design of the 2035 VSTP Update. This included the development of a graphically rich two-sided fold-out pamphlet with maps that served as the executive summary. She coordinated the public outreach effort, which included a round of in-person



public meetings across the state and virtual ‘open house.’ She facilitated meetings with multiple state modal agencies and coordinated the development of the graphic design of the final report.

#### **VTrans2035 Update – Virginia Office of Intermodal Planning and Investment**

Jessica coordinated several regional forums and public meetings to engage stakeholders across the state. The regional forums were an innovative way to connect stakeholders virtually through phone and internet to engage in discussions on statewide goals and investment priorities. Jessica also coordinated aspects of graphic design.

#### **Urban Development Area Local Government Assistance – Virginia Department of Transportation**

Jessica developed a quantitative analysis of the potential for transportation benefits, such as reduced travel time and distances, that would result from the adoption and implementation of Urban Development Area policies. The analysis compares the theoretical difference between the transportation impact of new development resulting from compact mixed use development patterns versus less compact single use patterns.

#### **Route 29 Corridor Plan – Virginia Department of Transportation**

Throughout this multi-jurisdictional effort, Jessica has facilitated numerous meetings with local decision-makers, elected officials, and citizens. She compiled local land use plans and helped to create meaningful exercises to solicit feedback about the future of the corridor and possible access management policies. She assisted in writing several white papers that discuss recommendations for the corridor.

#### **Multimodal Planning Services – Virginia Department of Transportation**

As part of a comprehensive town-wide transportation plan funded by Virginia Department of Transportation’s multimodal transportation planning grant program, Jessica analyzed the Routes 15 and 20 corridors within the Town of Orange, Virginia using Synchro to determine future levels of congestion and possible strategies for mitigation. The project focused on coordination of alleviating traffic impacts while providing accommodations for other modes of travel.

#### **Stonehenge Estates Traffic Impact Study – Fluvanna County, Virginia**

Jessica was the primary analyst for a mixed-use development in Fluvanna County. She performed detailed trip generation estimates, analyzed future scenarios, performed fieldwork, and documented all findings for a submittal to the Virginia Department of Transportation in accordance with the State’s Chapter 527 guidelines.

#### **On-Call Traffic Engineering and Planning Services – City of Charlottesville, Virginia**

Jessica has assisted with a number of projects for the City of Charlottesville. She has prepared multiway stop warrants for select intersections throughout the city and reviewed a Traffic Impact Analysis, among other tasks.





DANIEL HARDY, P.E., PTP  
PRINCIPAL

**EXPERIENCE**  
25 Years

**EDUCATION**  
Masters of Science in Civil  
Engineering, Michigan State  
University, June 1988

Bachelor of Science in Civil  
Engineering, Michigan State  
University, June 1986

**REGISTRATIONS**  
Professional Engineer, Virginia,  
No. 0402 030062  
  
Professional Engineer,  
Maryland, No. 23060  
  
Professional Transportation  
Planner, No. 213

**AFFILIATIONS**  
ITE Sustainability Task Force  
Chair, 2009–2012  
  
ITE Transportation Planning  
Council Chair, 2007–2009  
  
ITE Transportation Planning  
Council Executive Committee,  
2003–present  
  
Washington DC Section ITE  
(WDCSITE) President, 2000  
  
TRB Transportation &  
Sustainability Committee

## SUMMARY

Dan Hardy is a principal with Renaissance Planning Group and has experience in developing transportation solutions that balance transportation and land use options to optimize multimodal travel demand and transportation network services in congested communities.

Prior to joining Renaissance, Dan served as the Transportation Planning Chief for the Montgomery County Planning Department. Dan managed a 15-person Transportation Planning Division responsible for transportation elements of Countywide growth policies, master plans, and development review cases in a rapidly growing County of nearly one million residents with high expectations for involvement in decision making. His expertise includes both developing and applying growth management policies and practices.

### **Parking Policy Study – Montgomery County Planning Department and Department of Transportation**

Dan led the Planning Department's participation in this multi-agency study that will guide the revision of sections of the County code addressing parking standards for new development (Section 59-E). The proposal strengthens the linkage between parking policy and alternative commute objectives and emphasizes private sector provision of publicly available parking to serve the County's next generation of mixed-use, infill development. The study recommends developing shared parking benefit districts with progressive parking minimums related to commute mode share goals in area master plans.

### **Parking Credits for Bikeshare – Montgomery County Planning Department**

Dan led the development of a study to assess the value of private-sector provision of Capital Bikeshare stations in reducing site parking requirements and Adequate Public Facilities impacts. The study assessed alternative methods for calculating peak hour trip generation and peak parking demands associated with the mode share attributable to bikeshare stations, as well as the process for incentivizing developer participation in the implementation and expansion of the regional bikeshare system in Montgomery County.

### **Dulles Toll Road Independent Economic Analysis – Metropolitan Washington Airports Authority**

Renaissance Planning Group performed an independent economic analysis of residential and commercial growth trends in the primary market area for the Dulles Toll Road as an element of the Metropolitan Washington Airports Authority analysis of toll rate increases. The Dulles Toll Road revenue is a funding source for the extension of the Metrorail Silver Line to Dulles Airport. The Renaissance Planning Group analysis developed adjustments to the Metropolitan Washington Council of Governments Round 8.0 forecasts of population, housing, and employment in five year increments through 2050. The analysis was correlated to the recently released 2010 census counts and considered current macroeconomic trends, parcel-level land use data, anticipated planning and zoning changes, and local institutional knowledge. The TAZ-level forecasts incorporated parcel-level analysis of development suitability indicators including property zoning, land use mix, and transit proximity. Dan led the TAZ-level forecasting process for the 2012 edition and supervised the development of an update for 2014.

### **Economic Impact Study – Metropolitan Washington Airports Authority**

Renaissance Planning Group conducted an analysis of the regional impact generated by construction activity on transportation projects underway by the



Airports Authority including improvements to the Dulles Access Road and the construction of the Silver Line. The study also assessed the value of these projects in saving travel time and improving regional accessibility.

#### **Countywide Transit Network Study - Fairfax County Department of Transportation**

Renaissance Planning Group is conducting a countywide transit network study to determine the type of transit systems needed to accommodate desired economic growth throughout the County over the next several decades. The study includes developing recommendations for the location of the Metrorail extension, streetcar or light-rail systems, and dedicated lanes for bus rapid transit systems or treatments. The study also includes recommendations on how the system can be phased and funded over time, identifying trigger points in corridor evolution that support increased transit investment. Dan serves as the project manager.

#### **Biennial Growth Policy – Montgomery County Planning Department**

Dan led the biennial review and amendment process for the Montgomery County Growth Policy transportation analyses used to guide both long-range plans and development review from 2007 to 2011. The County uses a two-tiered transportation test consisting of a Policy Area Mobility Review and a Local Area Transportation Review to define mobility expectations, set corresponding Level of Service standards, and establish private sector exactions and impact tax rates for transportation and schools. The Growth Policy serves as the County's policy document. Detailed information on transportation impact analyses for site development is contained in the Planning Board's *Local Area Transportation Review and Policy Area Mobility Review Guidelines*.

#### **Context-Sensitive Road Construction Code and Design Guidelines – Montgomery County Planning Department**

Montgomery County adopted a new road construction code in 2007 that established new objectives for context sensitivity, multimodal accommodation, and stormwater management. These changes also introduced two new classifications, controlled major highway and minor arterial, to better balance regional travel needs with adjacent community interests. In 2008, the County Council also adopted new design standards for design elements such as target speeds, street tree placement, and typical sections. Dan served as a senior advisor for the Planning Department on these initiatives.

#### **East of the Riverway Connections – City of Asheville, NC**

The East of the Riverway Connections plan provides a holistic vision and priority implementation steps for connecting communities within South Asheville. This plan is a component of the larger East of the Riverway livable communities effort funded by the US Department of Transportation's TIGER II grant. The plan leverages the economic activity in the emerging River Arts District and seeks to reduce both physical and cultural barriers that limit connections between the River Arts District; the adjoining residential communities such as WECAN, South French Broad, Erksine-Walton, and Livingston Heights, and other destinations such as Downtown Asheville, Mission Hospital, and AB Tech. The plan emphasizes enhancing access to health, education, food, and job opportunities for a diverse range of local residents. Dan served as the project manager for the plan development.



## STAFF ASSISTANCE

The Berkley Group will act as an extension of Town staff on this project so that the partnership between the consultant and the Town is seamless. Our approach emphasizes close collaboration and teamwork involving the core Town staff and the consultant team functioning as a cohesive unit.

The first administrative requirement will be for the Berkley Group and Town staff to review the existing project scope to ensure that the scope of services and deliverables can be accomplished on time and on budget. The Berkley Group will need the Town to provide access to necessary information including existing studies, ordinances, and previous ordinances.


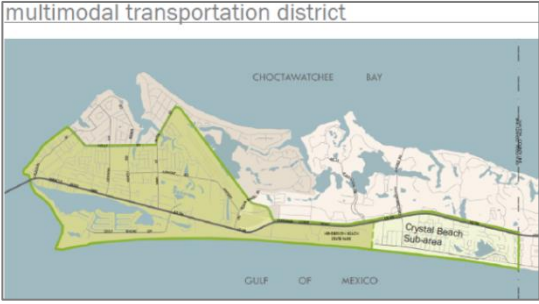
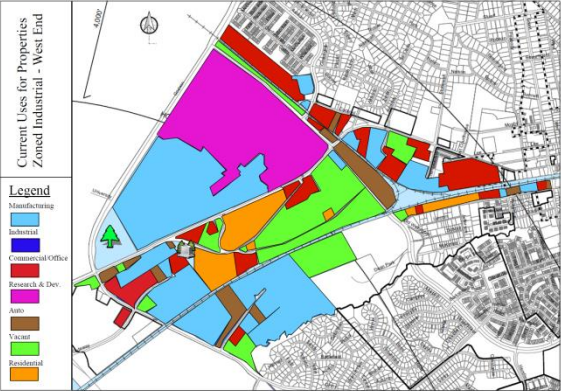
Additionally, we will look to Town staff to organize meetings with external stakeholders to seek input on the project. Stakeholders may include Town representatives, neighborhood interest groups, businesses, and any other entities identified by Town officials. Town assistance is needed to identify and reach out to identified stakeholders, ensure adequate meeting space and materials, proper advertising and directional signage, ADA compliance as necessary, and so on. *Stakeholder buy-in and participation results in the best possible product.*



The Berkley Group believes in a team-based approach, with local government experts acting in concert with Town officials. In that way, *this project will accurately reflect the Town's vision and goals*, and not those of the consultant or any one interest group.



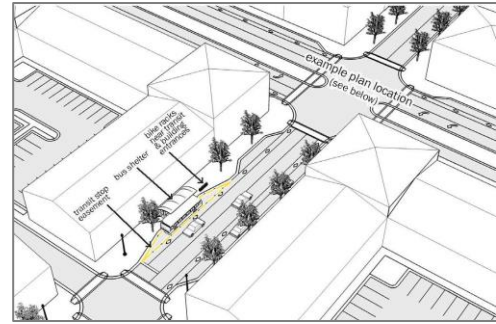
## RELEVANT EXPERIENCE

Project/Client	Description
<p><b>Downtown Parking Study</b> <b>City of Charlottesville, VA</b></p>	<p>Renaissance worked with Martin/Alexiou/Bryson and the City of Charlottesville to update the City’s 2000 Downtown Parking Study. The update provided direction to the City on parking supply and management strategies to keep the downtown a viable place to conduct business and ensure that it remains a safe and walkable place to live, work, and play. Throughout the process, Renaissance worked to address the needs and concerns of a stakeholder group comprised of residents, businesses, law enforcement, the development community, and Charlottesville Transit Service.</p> 
<p><b>Parking Code Recommendations</b> <b>City of Destin, FL</b></p>	<p>As part of a continuing transportation and comprehensive planning services contract with the coastal City of Destin, Florida, Renaissance assisted the City with the analysis and recommendations for its parking code. Specifically, the City had issues with the parking requirements for shopping centers and restaurants within the context of its Multimodal Transportation District (MMTD). Renaissance drew upon its long time work with the City and its understanding of multimodal transportation planning and development codes to analyze and the recommendations for shopping center and restaurant parking requirements within its code. Renaissance also addressed how the City’s parking strategy helped or hindered the implementation of the MMTD within the overall City objective of creating a more vibrant downtown and Harbor.</p> 
<p><b>Zoning Ordinance Update</b> <b>City of Manassas, VA</b></p>	<p>The Berkley Group teamed with Herd Planning to review, and update the City’s zoning ordinance, comprehensively for the first time since its original adoption in 1946. The purpose of this project is to correct long-standing technical issues with the ordinance and ensure compliance with all state and federal regulations. The Berkley Group has already performed a diagnostic on the City’s industrial zones reviewing best practices, relevant judicial opinions and organization recommendations. Currently, The Berkley Group is assisting the City with reviewing its definitions and uses.</p> 

Attachment: Berkley Group Parking Ordinance and Needs Assessment Proposal (1811 : Parking Ordinance and Needs Assessment Proposals)

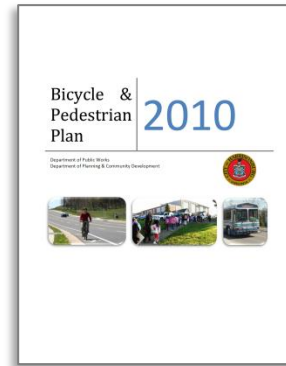
**Multimodal  
Transportation District  
Implementation  
City of Destin, FL**

Renaissance assisted the City with the development and implementation of a multimodal transportation district (MMTD) covering most of the City. With highly congested roadways during the peak season and physical, environmental, and social barriers to road expansion, the City is looking for innovative methods to mitigate transportation impacts of new development. The MMTD shifts concurrency from an absolute focus on capacity to a more holistic analysis that deals with congestion, site design, and multimodal level of service.



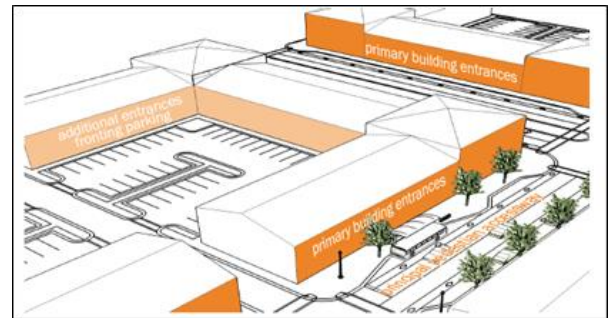
**Pedestrian/Bicycle  
Plan  
City of  
Harrisonburg, VA**

While with the City of Harrisonburg, Drew Williams led the effort to author the city's initial pedestrian plan, which was later integrated with the Bicycle Plan. The Plan focused on prioritizing links between pedestrian facilities, connecting transit facilities and stops; and laid the framework for the City's greenway infrastructure. Nearing completion of the Plan, City Council unanimously decided to provide funding to implement project priorities.



**Multimodal Policy  
Audit  
Town of Dumfries,  
VA**

Renaissance was part of a team of consultants selected by VDOT to assist Virginia localities as part of a Multimodal Planning grant program developed by VDOT. In 2009, Renaissance assisted the Town of Dumfries, VA in assessing its transportation system and recommending multimodal improvements to increase travel choices and address safety and congestion issues. Renaissance's extensive experience in developing and implementing Multimodal Transportation Districts (MMTDs) in Florida, as well as its numerous multimodal projects throughout Virginia were instrumental in their ability to quickly provide a Multimodal Transportation Audit for the town and develop a series of targeted recommendations for street and service improvements. The Audit document was organized comprehensively to look at the roadway network, transit system and compatible land uses as a unified view of multimodal transportation for the long term future. It included a set of design guidelines as well as policy and code recommendations for the Town.



## REFERENCES

The following table is a summary of a few of our clients. We encourage you to contact these references at your convenience.

Client	Project Description	Dates of Service	Contact Information
<b>Town of Dumfries</b> <i>Berkley Group</i>	<ul style="list-style-type: none"> <li>• Transportation programs and project management</li> <li>• Miscellaneous Staff Support Services</li> </ul>	January 2011 – Present	Richard West Public Works Director (703) 221-4133 <a href="mailto:rwest@dumfriesva.gov">rwest@dumfriesva.gov</a>
<b>City of Manassas</b> <i>Berkley Group</i>	<ul style="list-style-type: none"> <li>• Zoning Ordinance Assessment and Update</li> </ul>	June 2013 – Present	Elizabeth Via-Gossman Community Development Director (703) 257-8224 <a href="mailto:evia-gossman@ci.manassas.va.us">evia-gossman@ci.manassas.va.us</a>
<b>Buckingham County</b> <i>Berkley Group</i>	<ul style="list-style-type: none"> <li>• Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance Diagnostic</li> </ul>	February – August 2013	Rebecca Cobb Zoning Administrator (434) 969-4242 <a href="mailto:rcobb@buckinghamcounty.virginia.gov">rcobb@buckinghamcounty.virginia.gov</a>
<b>City of Charlottesville</b> <i>Renaissance Planning Group</i>	<ul style="list-style-type: none"> <li>• Downtown Parking Study</li> </ul>	June 2007 – November 2008	Jeanie Alexander Traffic Engineer (434) 970-3182 <a href="mailto:alexanderj@charlottesville.org">alexanderj@charlottesville.org</a>
<b>VDOT</b> <i>Renaissance Planning Group</i>	<ul style="list-style-type: none"> <li>• Route 29 Corridor Plan</li> </ul>	October 2008 – July 2010	Charles Rasnick VDOT Transportation and Mobility Planning (804) 225-3710 <a href="mailto:charles.rasnick@vdot.virginia.gov">charles.rasnick@vdot.virginia.gov</a>
<b>Destin, FL</b> <i>Renaissance Planning Group</i>	<ul style="list-style-type: none"> <li>• Shopping Center and Restaurant Parking Requirements</li> </ul>	October-November 2005	R. Ashley Grana Planning Manager (850) 837-4242 <a href="mailto:agrana@cityofdestin.com">agrana@cityofdestin.com</a>

## NON-BINDING COST ESTIMATE

<i>Project Task</i>	<i>Proposed Fee</i>	<i>Project Percentage</i>
Phase I – Data collection (current conditions)	\$ 2,750	18.4%
Phase II - Analysis of existing parking and utilization	\$ 7,700	51.5%
Phase III – Develop short- and long-term strategies	\$ 4,150	27.8%
Non-Direct Costs	\$ 350	2.3%
<b>TOTAL COST</b>	<b>\$ 14,950</b>	<b>100.0%</b>

## DEMONSTRATED PERFORMANCE

The Berkley Group is excited about the opportunity to serve the Town of Haymarket for this project. Briefly, here is why the Berkley Group Team is the best choice for working with the Town on this project.

### Successful Experience

Our team has substantial experience managing planning projects and their implementation in localities throughout Virginia. The Berkley Group co-owner and the Project Manager, **Darren Coffey (AICP, CZA)**, has over *19 years of local government experience*, with the past 15 years serving Virginia localities; creating and implementing programs; and creating, interpreting, enforcing, and updating local ordinances. *We will draft an ordinance that will serve the Town's current and future needs.* In addition, the Renaissance Planning Group has developed numerous transportation studies at all scales for municipalities throughout Virginia, including parking studies with similar needs and issues as the Town of Haymarket. *We understand the technical and functional issues involved in this parking study.*

### Efficiency

Our team is streamlined. Darren Coffey will be Town staff's contact, lead facilitator, and project manager. He will have support from the team as needed based on their previous community facilitation and planning expertise. Our team is efficient, works well together, is dedicated to this project, and can *begin immediately to collaborate with Town staff on the project milestones.*

### Cost-effectiveness

We bring resources that are based on a strong, real world experience and *offer an excellent value for the Town's needs.* This project needs a dedicated professional who understands people, local government, and how to develop an ordinance that will be politically supported and implemented by the community.

### Excellent Public Involvement Skills

The Berkley Group brings proven consensus-building and community involvement practices to *ensure the process is inclusive, straightforward and understandable.* There are few initiatives a local government can pursue that have the potential to be as controversial as updating and rewriting sensitive policies for localities. Successful implementation of the project hinges on effectively addressing stakeholder concerns with a comprehensive and open process.

### Motivation

Our team is highly motivated. The principals are the individuals that will work with you directly on this project. Our goal is to finish projects *within budget* while exceeding expectations.

# Proposal For:

Parking Ordinance and Needs Assessment  
The Town of Haymarket, VA



Submitted by:

**EPR, P.C.**

In Association with

**Herd Planning & Design  
Sympoetica**

March 13th 2014



Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)



EPR, P.C. - "Engineering & Planning Resources"  
637 Berkmar Circle, Charlottesville, VA 22901

# Cover Letter

Mr. Brian Henshaw  
Town Manager  
15000 Washington Street, Suite 100  
Haymarket, Virginia 20168

March 13, 2014

## **RE: Parking Ordinance and Needs Assessment – Proposal to Provide Professional Planning Services**

Dear Mr. Henshaw,

EPR, P.C., in association with Herd Planning & Design and Sympoetica, is pleased to submit the attached proposal to assist the Town in addressing this parking planning and ordinance review project. Milt Herd, Barry Carpenter, and I have worked extensively together in the past on community planning efforts and look forward to assisting Haymarket with this effort.

Our team will provide the expertise necessary to efficiently work through this process with the Town. EPR staff includes traffic engineers/planners familiar with municipal parking operations and planning. Our project engineer is a former City Traffic Engineer for Charlottesville and in that role was instrumental in shaping their parking standards and policies. Herd Planning & Design is the Commonwealth's most experienced municipal planning firm relative to ordinance review and growth area planning, and Sympoetica brings unparalleled strength with vision planning and providing compelling graphics that support the planning process and resulting ordinance and design guidance.

The attached proposal includes the information requested in the Town's request for proposals. Should you have any questions or need anything further as you review our proposal, please contact me at (804) 647-7700/w.wuensch@epr-corp.com, or Milt Herd (deputy/co project manager) at 703-669-6711/mh@herdplanning.com. On behalf of our project team, thank you for this opportunity to provide your qualifications and expression of interest to assist the Town with this important growth planning effort.

Very truly yours,  
EPR, P.C.

Bill Wuensch, P.E., PTOE  
Principal

Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)

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Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)

## Section 01

# Project Understanding and Requirements



# Project Understanding and Requirements

The Town of Haymarket is experiencing issues with its current parking ordinance brought on by new development (such as Payne’s Lane) and redevelopment proposals (such as the Sportsplex) that call into question the appropriateness of that ordinance’s principles and suburban-style land use-based standards. New uses for adaptively re-used industrial buildings and proposed new mixed-use projects have unique parking demands and opportunities that are not applicable to the current ordinance requirements, thereby making site plan approval difficult.

An initial element of a comprehensive review and update of the parking strategies is to update and modify the Town’s current parking ordinance. Any new ordinance should mesh well, and strike a balance with, the Town’s broader comprehensive planning and connectivity goals, particularly for the Town Center area.

Key elements of this study should include:

- A review and analysis of the Town’s current parking ordinance. This task will evaluate the applicability of the current ordinance to the reality and requirements of contemporary land uses, and importantly, mixed- and shared-use projects. This review will also focus on the current ordinance’s parking standards in comparison to current real estate industry parking standards and best practices (ULI, ITE and NPA, for example), and to current standards required by selected area and surrounding jurisdictions.
- An inventory of existing public and private parking lots within the Town. This inventory will identify current parking capacity, conditions and deficiencies/needs. For instance, restaurant uses typically may exhibit a deficiency of parking approved under older ordinance provisions. Attention will be paid to possible needs for municipal parking facilities and their locations. Relative areas of parking demand (excessive vs. weak), areas of “competition for parking”, and areas of parking conflicts will be identified. Although much of this assessment can be gleaned from analytical methods, there is a need to incorporate direct input from select stakeholders, through informal interviews; these stakeholders should represent the development community, key Town institutions, and historic downtown advocates. This will provide the analytical baseline for testing the merits of various parking standards alternatives in a very real manner specific to Haymarket.
- Integration of the parking needs assessment and ordinance review to form a comprehensive baseline set of conditions. This overall “snapshot” of the Town’s current parking environment



Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)

will allow for testing and evaluation of alternative parking principles and standards, particularly affording some fine tuning for more specific uses and mixes of uses, and to identify the optimal standards for new development and redevelopment proposals.

- Identify opportunities. It should be noted that some existing commercial areas, if developed under older parking requirements, may effectively be "over-parked" under a new, updated parking standard. These types of situations actually create an opportunity for removing excess parking and replacing it with more green space, walkways or infill development fronting the streetscape -- all of which can contribute to the Town's future vision.
- The end result of this study should be a product which covers the "nuts and bolts of parking", including a total update and re-write of the existing parking ordinance, a quantitative analysis of current parking conditions, and a vision for how the new parking ordinance will dramatically improve the function and image of Haymarket, particularly the downtown core. The new ordinance will include illustrative instructional graphics to aid in its application to new development proposals, and be fully ready to be reviewed and adopted by the Planning Commission and Council, and then integrated into the existing zoning ordinance.

Several particular considerations and factors provide a back-drop to this study:

- **Walkability.** The Town wishes to become more walkable, a feature which is consistent with its historic roots, but also with current economic and demographic trends. Yet its parking standards, like those of so many other jurisdictions, are out of date and "suburban" in nature. This inhibits businesses from locating or expanding in ways that respond to market needs and the desires of the Town for business vitality.
- **Expectations.** Businesses and their customers still demand convenient and adequate parking, particularly for retail uses. Balancing conflicting forces is a central challenge in revising parking standards for Haymarket.
- **Perception.** No matter how much parking there might be in an historic downtown neighborhood, it is very common for retailers to perceive that parking is inadequate. This is due in part to the contrast between large parking lots in suburban malls with the scattered, infill parking spots common to historic neighborhoods. Various methods can help correct inaccurate perceptions, including improved wayfinding and signage as well as strategic placement and design of infill parking areas. The key, however, is to make an objective determination of



whether the Town is overparked or underparked, or some combination thereof and how to make the parking supply most accessible and useful.

- **Supply and Demand.** The key to Haymarket having an appropriate level of parking over the long term is to first get an accurate picture of the existing supply, then prepare a reasonable forecast of the future demand, and then determine how the supply can best be created to match the demand. The supply has to be addressed in terms of number of spaces, but also location and access of spaces, in relation to the uses that create the demand.
- **Balancing Needs.** The end result must be a set of policies and regulations that properly balance the real need for parking in today's environment (and the future expected environment), with perceived needs and expectations of residents and businesses. It must also balance the ability to provide parking (land availability and funding) with the need for it.



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## Section 02

### Team Introduction

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Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)

# Team Introduction

The team assembled for this project has been working together for more than a decade to address planning efforts across the Commonwealth. Our team provides the Town with the a strong mix of transportation / parking engineer and operations experience, zoning ordinance and land development code writing expertise, and expertise in providing clear and compelling graphics to support design guidelines and ordinances.

This Team consists of the following closely associated firms:

### **EPR, P.C. –**

EPR will provide overall project management and will address transportation and parking conditions assessment and mitigation strategies. Bill Wuensch, P.E., PTOE will lead the effort for EPR and he will be supported by Jean Alexander, P.E., a former municipal traffic engineer for the City of Charlottesville.

### **Herd Planning –**

Milt Herd, AICP (FAICP induction in April 2014), will provide the review of the Town’s ordinances, make comparisons to neighboring jurisdictions, and bring in consideration of parking policies and standards as endorsed by the UVA APA, and other organizations involved with parking policy and planning.

### **Sympoetica –**

Barry Carpenter of Sympoetica will contribute to the team’s planning and analysis process and prepare supporting parking guideline illustrations to be used in meetings, and in the final ordinance and design guideline recommendations.

Firm overviews are provided on the following pages.



EPR, P.C.

EPR, P.C., a Charlottesville based firm, began as Engineering & Planning Resources, P.C in 2004, and then was re-incorporated as EPR, P.C. in 2011. Our philosophy is that building quality client relationships is essential to a successful business enterprise and paramount to the success of our Clients. EPR is a professional corporation and is certified with the Commonwealth as a SWaM firm (Small, Woman, and Minority Owned Firm).

EPR is a civil and multimodal transportation engineering and planning firm. EPR is experienced in working with state agencies, communities, and the private sector throughout the mid-Atlantic on diverse projects that address a wide gamut of transportation design and planning challenges. Within the planning realm, EPR has a unique focus on local and regional planning through the integration of transportation, land use, and urban design considerations.

EPR provides expertise in traffic design and transportation planning to state agencies, counties, municipalities, MPOs, and the private sector. EPR leads and supports a wide variety of multimodal transportation engineering and planning projects.

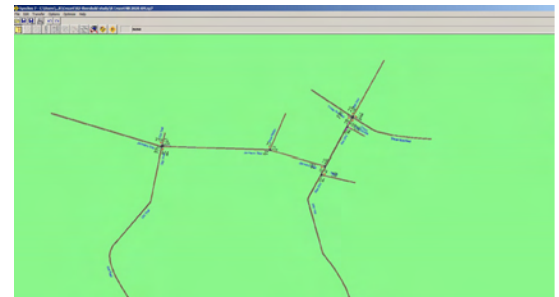
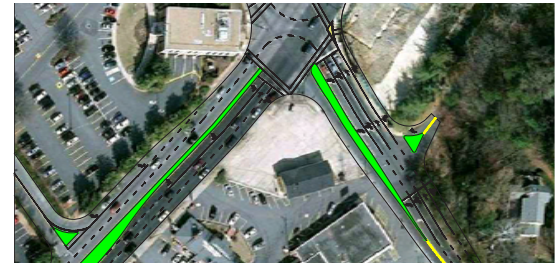
EPR is currently on-call to the Central Virginia MPO, VDOT (TIA review services), City of Charlottesville, Fauquier County, and City of Lynchburg Virginia providing multimodal transportation planning and engineering services.

EPR's Traffic Engineering and Planning Services include:

- Traffic Operations Analyses
- Traffic Impact Studies
- Access Management Studies
- Traffic Control Device Design
- Bicycle and Pedestrian Planning and Design
- Neighborhood Traffic Calming
- Signal Timing Studies
- Multimodal Corridor Studies
- Transit Analyses
- Long Range Transportation Plans
- Small Area Transportation Plans
- Parking Studies
- Traffic Data Collection
- Roadway and Site Lighting
- Road and Site Engineering

**Contact**

Bill Wuensch, P.E., PTOE  
637 Berkmar Circle  
Charlottesville, VA 22901  
(804) 647-7700 (m)  
w.wuensch@epr-corp.com  
www.epr-pc.com



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## Firm Description

Herd Planning & Design, Ltd. provides collaborative community planning services for local governments and non-profit community organizations throughout Virginia, including comprehensive plans, urban design plans, and zoning and subdivision regulations. It is located in Leesburg.

Milton Herd, AICP, founded the firm in 1991. He has over 30 years of successful, award-winning experience in land use planning, zoning, and public consensus-building, in both urban and rural communities, with a focus on rural areas and small cities and towns. He has conducted public planning projects in over 80 communities throughout Virginia (25% of all the localities in Virginia).

Herd Planning & Design typically serves as the prime consultant leading a multi-discipline team of specialists assembled to meet specific client needs. Herd also serves as a subcontractor on other project teams.

### Services include:

- Preparing comprehensive plans and land use plans
- Preparing zoning and subdivision ordinances
- Facilitating consensus building processes
- Providing research, analysis, and expert testimony on a variety of topics

### Awards:

Milton Herd has led or helped author 14 plans and ordinances that have received awards from state or national organizations. As a consultant, eight of his firm's planning projects have received awards from local Chapters of the American Planning Association and the Virginia Association of Counties. Prior to establishing the firm, He was Planning Director for the County of Loudoun, Virginia, where he directed the preparation of six award-winning planning documents, including the County's General Plan adopted in 1991, which won the National Award for comprehensive planning from the American Planning Association (APA) in 1994.

## Contact

Milton Herd, AICP  
Herd Planning & Design, Ltd.  
303 Riding Trail Ct. NW  
Leesburg, Virginia 20176  
(703) 669-6713 (voice)  
milton@herdplanning.com  
www.herdplanning.com

## Relevant Experience

Milton Herd has prepared many zoning and subdivision regulations for counties, cities, and towns throughout Virginia. These have included complete overhauls of entire zoning ordinances (Town of Warrenton, Botetourt County, etc.) as well as major amendments to create new districts or other key provisions. Several of these efforts have involved mixed-use provisions, including form-based codes (Villages of Crozet and Marshall, Virginia).

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Specific examples of zoning and subdivision ordinance work include:

**Gloucester County, Virginia and the Gloucester Main Street Preservation Trust - Zoning Ordinance amendments for the historic Court House Village and Gloucester Point**

Milton Herd led a consulting team in preparing a Sub-Area Plan for the historic Court House village (adopted February 5, 2013), and is now engaged in preparing major zoning ordinance amendments to implement the plan. The effort aimed at fostering compatible, mixed-use, walkable development in these two historic areas.

**Albemarle County, Virginia - Form-Based Code for the Village of Crozet**

Milton Herd served on the consulting team that prepared a form-based code for the unincorporated Village of Crozet to implement the Crozet Master Plan. Herd provided technical advice on the zoning regulations and assisted with facilitating a series of public input meetings, and a series of Steering Committee meetings that resulted in a broad community consensus for the new code. (2007)

**Rockingham County, Virginia - Mixed-Use Zoning District**

Milton Herd led the effort to assist Rockingham County in preparing a mixed-use district that encourages compact, walkable, urban environments, consistent with the UDA legislation. (2011) (He served as a member of Renaissance Planning Group's team)

**Botetourt County, Virginia - New Zoning Ordinance, 1999-01; New TND District 2008**

Milton Herd led the effort to overhaul the County's entire zoning ordinance in 2001, and then led the effort to prepare a mixed-use district that incorporates the principles of new urbanism. A major project is now underway using the provisions of the new district.

**Town of Warrenton, Virginia - New Zoning Ordinance, 2005-06**

Milton Herd led the effort to overhaul the Town's zoning ordinance.

**Accomack County, Virginia - Update of Comprehensive Plan, Zoning and Subdivision Ordinances 2007-2008**

Milton Herd led a multi-discipline team in a major update of the County's comprehensive plan, zoning and subdivision ordinances, which included a downzoning of the rural areas.

**Westmoreland County, Virginia - Update of Zoning and Subdivision Ordinances 2000-2006**

Milton Herd led a multi-discipline team in overhauling the County's zoning and subdivision ordinances.





# Sympoetica

Sympoetica was established in 1986 as Strategic Land Planning, Inc. In 2001, in celebration of the company's 15th anniversary and the beginning of 21st Century, we changed our name to Sympoetica, a name that reflects our collaborative approach to community planning. Barry Carpenter, ASLA, and Phoebe Kilby, AICP, founders and principals, began the practice in Alexandria, Virginia. In 1994, we moved to Woodstock, Virginia, where we have expanded our practice to serve clients throughout the Shenandoah Valley, Virginia and the United States. Our website at [www.sympoetica.net](http://www.sympoetica.net) provides additional background on our firm, our experience and planning philosophy.

Dedicated to land use planning, community and mixed use campus design that is responsive to User and community needs, we specialize in plans and initiatives that create quality places to live and work while preserving the unique historic, recreational and natural resources and sense of place of each community. Our practice offers expertise in new and innovative planning and design forms, such as traditional neighborhood development, and Context Sensitive Solutions (CSS) and Complete Streets thoroughfare design. Sympoetica employs the latest in community involvement techniques to identify and resolve conflicting issues and goals in the public planning environment. We have a real knowledge and appreciation of the development process, regulatory controls, zoning techniques, and political sensitivities that can come into play in community planning and development implementation efforts. Our private-sector community design work informs us of the market and financial impacts of public plans and ordinances.

Most relevant to significant public and private strategic planning efforts are our planning and design studies for mixed use communities, municipal master plans, facility and parking analyses, pedestrian/bicycle facilities, roadway corridor, and park/recreation studies within Virginia. Recent revitalization plans and design guidelines for historically significant and revitalized street corridors include those for Princess Anne Street in Fredericksburg, Laskin Road and 30th Street in Virginia Beach, Fifth Street in Lynchburg, Gallows Road in Merrifield, Fairfax County, and the Lexington Downtown Core. We led the effort to prepare the 2004 Comprehensive Plan Update and select zoning ordinance revisions for the City of Harrisonburg. We prepared the City of Lynchburg's Traditional Neighborhood Development ordinance, and recently completed three major corridor studies which have been incorporated into the Comprehensive Plan. More detailed plan products are included in the Project Graphics section.

Professional planning and design services include:

- Downtown, Mixed-Use Area and Community Master Planning
- Corridor Planning and Design, and Townscape Design
- Comprehensive Land Use Planning and Special Area Planning
- Zoning Ordinance, Master Planning & Design Guideline Illustration
- Community & Corridor Design Guidelines
- Park, Recreation, Trails & Heritage Planning

## Contact

Barry Carpenter, ASLA, President  
Sympoetica  
2073 Saumsville Road  
Maurertown, Virginia 22644  
Telephone: (540) 459-9590  
Fax: (888) 418-7381  
E-mail: [barryc@sympoetica.net](mailto:barryc@sympoetica.net)

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## Section 03

# Project Approach

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Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)

# Project Approach

## Key Objectives

- Produce a thorough and technically sound analysis of the current and future parking supply and demand in the Town, particularly for the town center and commercial areas, where parking issues are significant.
- Involve key stakeholders in the process in order to understand and consider their concerns and ideas, and to ensure that the recommendations from the study have the best chance at broad approval within the community.
- Produce practical and effective recommendations for amending the Town's parking regulations to ensure that the parking requirements will be sufficient to provide adequate parking while also fostering healthy and appropriate business development within the Town and support the achievement of the Town's long-term goals.

## Overall Tasks

- Analyze the parking and land use conditions in the Town to determine how much parking the Town has currently and how much it will likely need in the future.
- Evaluate the various tools available for achieving the correct amount, type, and location of the needed parking, and select or create the most appropriate tools, with no preconceptions about which techniques will be most effective for Haymarket, and
- Prepare regulatory and policy recommendations for implementing the tools that will best achieve the Town's goals.

The entire process will be completed within a six to eight week time frame, subject to the preferences of Town officials. The team will maintain close contact and collaboration with Town staff throughout the process.

## Specific Tasks

1. Kickoff meeting

Team members will visit the Town to meet with staff and key stakeholders, and begin the data collection and analysis. Any necessary refinements to schedule or process can be made with staff at this time.

2. Stakeholder discussion (same day as kickoff)

The team will interview several stakeholders with varying interests or viewpoints to assist in understanding issues and perspectives. Interviews will be scheduled in advance. Some discussions may be individual interviews, others may be conducted as focus groups, depending on the nature and availability of the participants.

3. Base mapping

The team will prepare base map data using available GIS resources, enhanced by field verification.

#### 4. Field inventory / interpretation / map results

In conjunction with or in proximity to the Kickoff meeting, team members will conduct a field inventory of exist and potential parking supply based on existing facilities, land uses and zoning. Pertinent information to be compi includes:

- Parking Supply and Utilization – Determining adequacy of existing and future parking demand requires evaluation of existing conditions, and consideration of potential future uses within the study area. Park impacts can also spill over to nearby residential areas, therefore also requiring careful consideration potential nearby off-site parking impacts. The general approach for this study effort is described as follow
  - o Utilization and Occupancy Survey – The Consultant will work with Town Staff to identify a day of t week that represents typical, or perhaps heavier than typical, weekday parking conditions. A team data collectors will circulate through the study area once per hour and make notes of which pul parking spaces are occupied each hour, along with license plate data (last four numbers), so th occupancy times can be discerned. The data will be shown graphically for use in further analys This data will reveal percentage of parking utilized, by block face or area, by time of day. Also, t approximate length of stay per parking space will become evident from the data. For the priv parking lots, a general qualitative assessment will be made at least once per three hours within t study period. The study period will be 8AM to 6PM.
  - o Future Demand Projections – The Consultant will work with Town Staff to identify likely/poten future development scenarios and types of uses that may be anticipated in the future. Park demand projections will be calculated using sources such as the Institute of Transportat Engineers (ITE) Parking Generation Manual, ULI, and other industry references.

#### 5. Review of existing ordinance and comp plan, etc.

The team will evaluate the current Town ordinances and relevant Town policies with regard to parking, land use, a related matters. This will help determine the issues, strengths, weaknesses, and opportunities of existing regulati in light of current and future parking needs, and long-term Town goals. An estimate of future needs based up current zoning and the future land use plan will be compared to the existing supply and the methods available providing parking.

#### 6. Best practices recommendations for parking supply (ITE and ULI)

The team will examine the most credible sources for parking techniques, including the Institute of Transportat Engineers (ITE), Urban Land Institute (ULI), and other useful sources including other jurisdictions who have de successfully with similar issues. Drawing upon the best practices from the region, state, and nation, will provide t most helpful menu of tools from which to choose.

#### 7. Supporting illustrative drawings for ordinances

In conjunction with the analysis of best practices and the preparation of recommended ordinance revisions, the te will provide illustrations of the most appropriate techniques for Haymarket, to show their application to forthcom new development and redevelopment types.

#### 8. Prepare Ordinance revisions

In conjunction with the illustrations in Task 7, the team will prepare and submit draft recommendations for amend the Town parking regulations, as well as any related policy recommendations or other related tools.

9. Project meeting with client (1)

Throughout tasks 3 through 9, the team will be in telecom contact with the Town Manager and Planner. In Task 9, the team will visit the Town to meet with Town staff (and other officials as may be defined by the Town Manager), discuss the draft recommendations for regulatory and policy amendments, as well as the timing and substance of the next steps.

10. Internal project meetings

The team will have internal team meetings during the course of the work, as needed.

11. Reporting

The team will submit all materials in draft form to the Town Manager or his designee in conjunction with each Task in the work plan.

12. Meet with Town Council

Once draft products have been completed and refined in response to comments from Town staff, the team will compile into a final report for formal presentation to the Town Council. The team will attend a meeting of Council which could be a joint meeting of the Council and Planning Commission, or another format as desired by the Town.

**Estimated Study Schedule & Cost**

In order to assist the Town in the most effective manner possible, we plan to fast-track this study such that the draft report will be completed within an approximate two month timeframe. This schedule aids in keeping our estimated study cost to \$14,750, lump sum and inclusive of direct costs.

Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)

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## Section 04

# Relevant Experience

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Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)

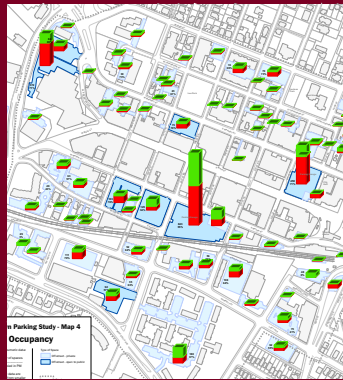
# Relevant Experience

The proposed team for this assignment has provided similar services to localities in Virginia and elsewhere. The following provide a summary of relevant qualifications for this contract.

Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)

# Downtown Charlottesville Parking Study

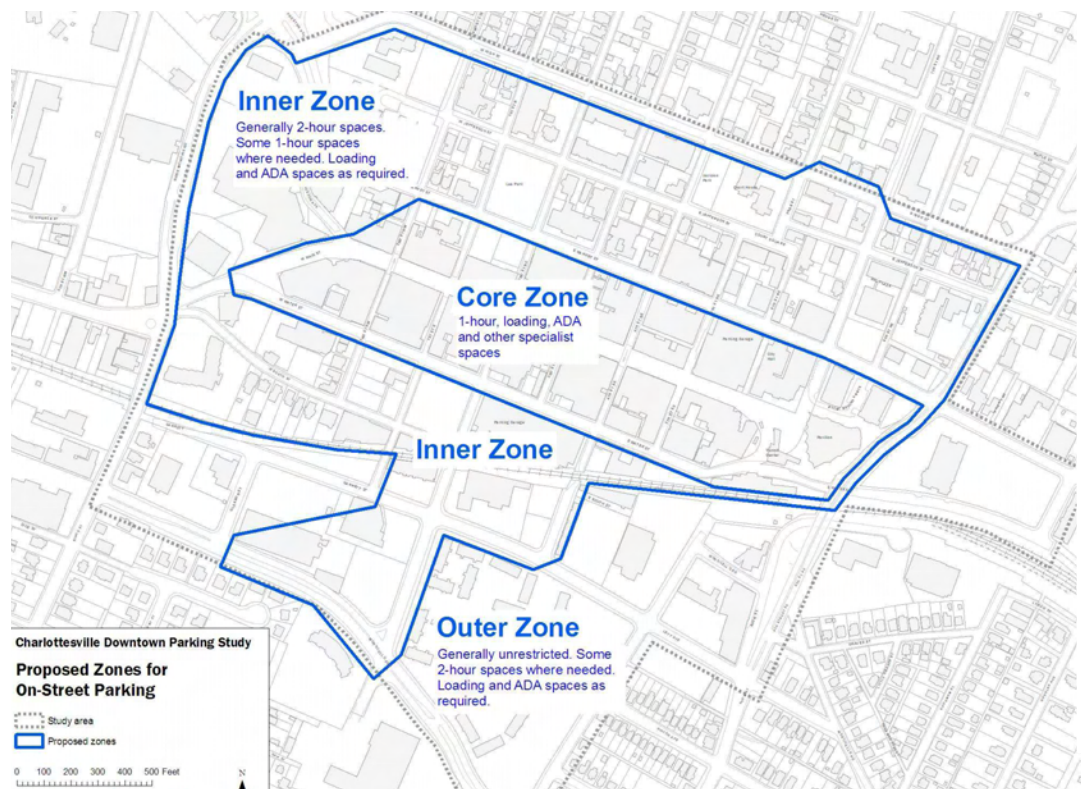
Charlottesville, VA



EPR staff have been working with the City of Charlottesville for over 12 years. Wuensch, P.E., PTOE, while with a previous firm, and in cooperation with MAB, Inc. led a parking inventory and utilization effort, and identification of alternative strategies for meeting the parking demand in the downtown business district of the City. This inventory and utilization effort entailed an extensive GIS mapping exercise and hourly utilization surveys for each block face in the study district. The findings from the utilization study were used to provide recommendations for alternative strategies to meet the hourly and daily parking demand. As part of the study effort, the City ordinances and development standards were reviewed and suggestions provided for in-lieu parking fees and reducing parking demand through travel demand management and multimodal strategies. Jeanie Alexander, P.E., former City Traffic Engineer in Charlottesville, managed this effort for the City and is now on staff with EPR. She implemented many of the changes per the study's recommendations.

### Reference:

Jim Tolbert, AICP  
Director of Neighborhood Development Services  
434-970-3182



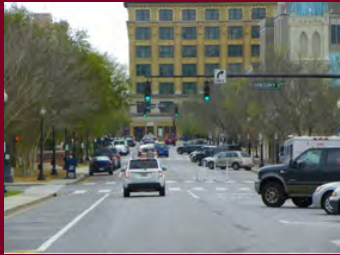
Project Examples  
EPR

Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)



# Pensacola Downtown Parking and Circulation

Pensacola, FL



EPR worked closely with the City of Pensacola and the Downtown Improvement Board (DIB) to improve parking, pedestrian circulation, and access to the central business district street setting serves as the heart of the central business district. The DIB was interested in creating an environment that slowed traffic, allowed for safer pedestrian movements, and preserved the existing parking supply. EPR conducted a data collection effort and modeled the traffic flows to determine if reducing travel to one lane in each direction would be feasible. In addition, EPR developed concepts for arranging parking to angled configurations on one side and parallel on the other side of the street. The angled parking concepts included both pull-in and back-in parking. The concepts for parking, lane changes, and curb bulb-outs were presented and discussed with the DIB and City and the final recommendation was to utilize the back-in parking configuration. EPR refined the concept and provided details for signing and markings for use in implementing the concept. The City re-marked the roadway and made other physical improvements per the plan and are enjoying an improved downtown street environment per their goals and vision.

Reference:  
Franklin "Kim" Kimbrough  
Downtown Improvement Board  
41 North Jefferson Street Suite 401  
Pensacola, FL 32502  
phone: 850.434.5371  
fax: 850.434.7275  
email: dib@downtownpensacola.com

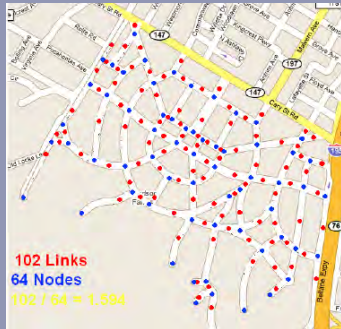


Project Examples  
EPR

Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)

# Rockingham County – Mixed-Use Zoning District

County of Rockingham, VA



Milton Herd led the effort to prepare a Mixed-Use Zoning District for the urbaniz areas of the County, as part of a UDA grant project. Herd was on the team led Renaissance Planning Group and was assigned to lead the Rockingham portion the work.

He worked closely with the County staff and Planning Commission to examine optio for zoning regulations that would help foster mixed-use development, using 1 principles of new urbanism.

Herd Planning & Design has led or served on teams for several other planning a zoning projects in Rockingham County during the past 10 years, including:

- Countywide Comprehensive Plan (2003), led by Milton Herd
- McGaheysville Area Plan (2006), led by Milton Herd
- North Valley Pike Corridor Plan (2010) led by Renaissance Planning Group

Reference:  
Rhonda Cooper  
Planning Director  
(540) 564-3033,  
rcooper@rockinghamcountyva.gov



**A minimum height - to - width ratio of 1 to 3 shall pertain to at least 60% of the total linear street frontage of any given block. Height - to - width is the ratio of the height of the front facades of buildings that face each other across the street, to the horizontal distance that separates them.**

Fig 1.

Project Examples  
HPD

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# Sub-Area Plan for the Historic Court House Village Gloucester, VA

County of Gloucester and Gloucester Main Street Preservation Trust

Herd Planning & Design led a community visioning process, and prepared a land use plan for the historic Court House Village of Gloucester County. The project focused on fostering economic development while preserving the historic character of the village and surrounding area. Renaissance Planning Group was a team member.

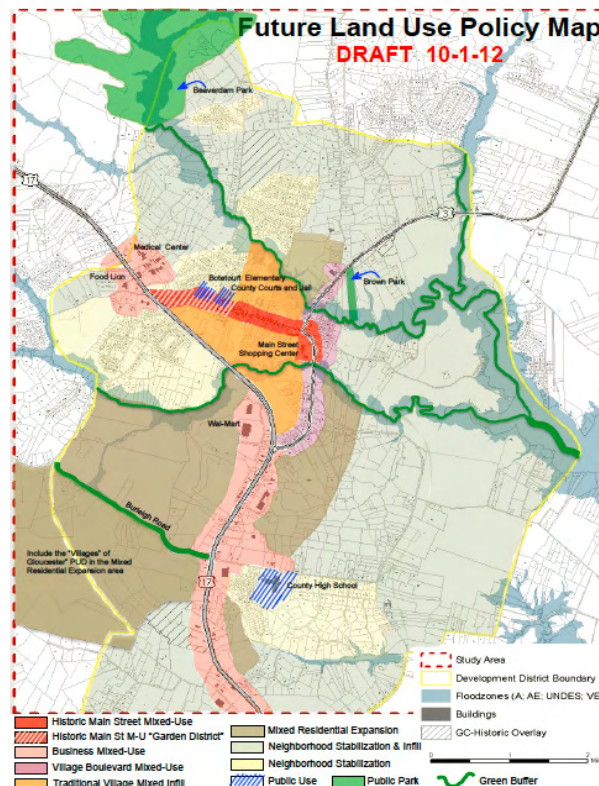
Key Components of the process included two public visioning forums, and a series of meetings with a citizen stakeholders committee. The project is jointly funded by the Trust and the County, and will become an element of the County's Comprehensive Plan. The plan includes visual representations of desired future development patterns to ensure compatibility in the context of population and job growth.

Reference:

Anne Ducey-Ortiz  
County Planning Director  
(804) 693-1224  
aducey@gloucesterva.info

Jenny Crittenden  
Executive Director of the Trust  
(804) 695-0700  
director@mspt.org

Conceptual Future Street View - Sample Location



Typical Existing Street View



Conceptual Future Plan View - Sample Location



Project Examples  
HPD

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# Revisions to TND Zoning and Subdivision Regulation

Botetourt County, VA

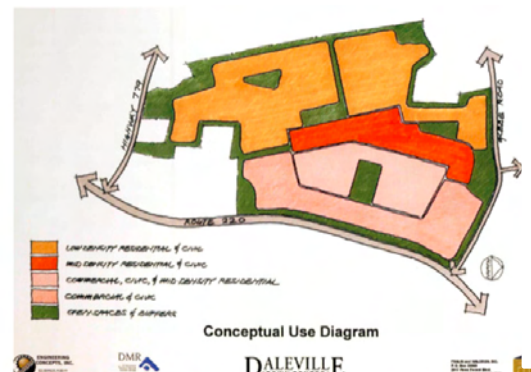
Milton Herd prepared revisions to the County's Traditional Neighborhood Development District (TND) to ensure compliance with the updated comprehensive plan.

He worked with a study committee of appointed and elected leaders to prepare revisions to the TND Zoning District, as well as to prepare coordinated revisions to the County's subdivision ordinance.

He researched the best practices of localities in Virginia and other states to determine the most effective ways of handling TND issues and standards. This work resulted in revised standards that enjoyed the full support of the study committee and moved forward to the Planning Commission and Board of Supervisors for adoption in early 2008.



*Lansdowne Town Center – Study Example*



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Project Examples  
HPD

## Project References

### Rockingham County, Virginia

**Address:** P.O. Box 1252, Harrisonburg, VA 22803-1252

**Contact/Title:** Rhonda Cooper, Planning Director

**Phone Number:** (540) 564-3030 **Email:** [rcooper@rockinghamcountyva.gov](mailto:rcooper@rockinghamcountyva.gov)

**Projects:**

**Herd Planning & Design** has led or serve on teams for several planning and zoning projects in *Rockingham County* during the past 10 years, working with Rhonda Cooper on each one. These include:

- Countywide Comprehensive Plan (2003), led by Milton Herd
- McGaheysville Area Plan (2006), led by Milton Herd
- North Valley Pike Corridor Plan (2010) led by Renaissance Planning Group
- Urban Development Areas implementation program, led by Renaissance Planning Group. including the new Mixed-Use Zoning District (2011) led by Milton Herd.

### Gloucester County, Virginia

**Address:** 6582 Main Street, Gloucester, VA 23061

**Contact/Title:** Anne Ducey-Ortiz, Planning Director

**Phone Number:** 804-693-1224 **Email:** [aducey@gloucesterva.info.us](mailto:aducey@gloucesterva.info.us)

**Projects:**

In 2012-2013, **Herd Planning & Design** led a team in preparing a sub-area plan for the historic Court House Village area, in conjunction with the Gloucester Main Street Preservation Trust. The process included a significant and successful public input process with the general public and with a citizen Steering Committee. Herd is currently preparing major revisions to the zoning and subdivision ordinances to implement the plan.

### Shenandoah County, Virginia

**Address:** 600 N. Main Street, Woodstock, VA 22664

**Contact/Title:** Brandon Davis, Planning Director

**Phone Number:** (540) 459-6190 **Email:** [BDavis@shenandoahcountyva.us](mailto:BDavis@shenandoahcountyva.us)

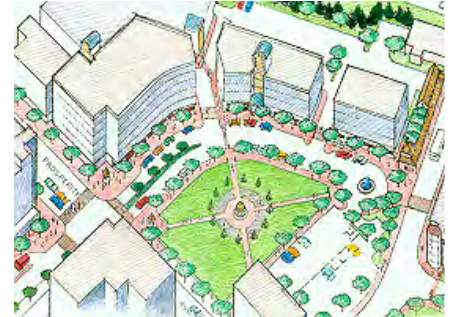
**Project:**

In 2008-2010, **Herd Planning & Design** led a team to prepare major amendments to the comprehensive plan and zoning ordinance to implement *Shenandoah County's* vision for the rural areas, known as the "Community Planning Project" (CPP). It was an effort to determine how best to concentrate development in and around the towns, and to preserve farmland for the long-term. Herd facilitated a robust public involvement effort and conducted rigorous analysis of multiple implementation options. The project concluded with amendments to the zoning and subdivision ordinances that downzoned most of the rural areas, yet provided incentives for cluster development to mitigate the impact on landowners.

## Mixed-Use Project Master Planning

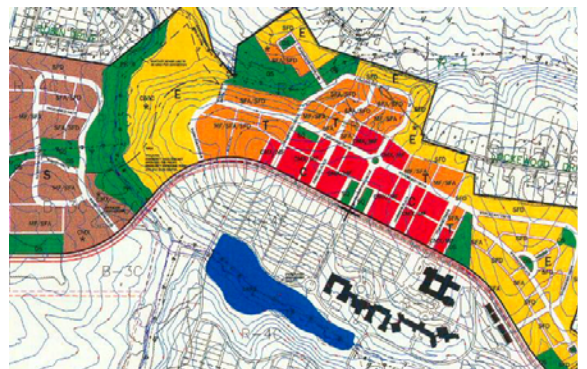
Merrifield Metro Revitalization Area Mixed Use Master Plan, Fairfax County, Virgir  
2000 / Study Adopted / Revitalization Underway

Client:  
Mr. Robert H. Mortensen, Chairman  
Merrifield Suburban Area Task Force  
(571) 259-1620  
RHMORT@aol.com



Wyndhurst Traditional Neighborhood Development, Lynchburg, Virginia: 2004 / Proj  
Complete / Constructed

Client:  
Mr. Mark Borel, President  
Borel Construction  
P.O. Box 640, Lynchburg, VA 24505  
Telephone: (434) 528-0950  
maborel@verizon.net



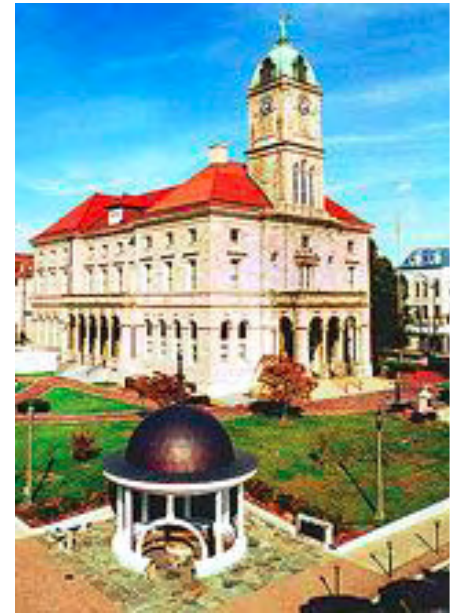
Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)

Project Examples  
Sympoetica

# Comprehensive Land Use Planning, Revitalization Planning & Community Design

Harrisonburg Comprehensive Plan, City of Harrisonburg, Virginia: 2004 / Stu Complete & Adopted

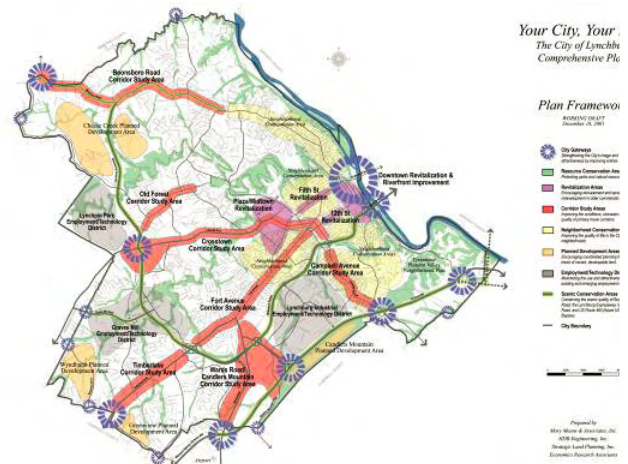
Client:  
Stacy Turner, Director  
Dept. of Planning & Community Development  
409 S. Main Street  
Harrisonburg, VA 22801  
(540) 432-7700  
sturner@ci.harrisonburg.va.us



Lynchburg Comprehensive Plan, City of Lynchburg, Virginia: 2002 / Study Complete & Adopted  
2004 Honorable Mention, Outstanding Plan Award for a Comprehensive Plan by the Virginia Chapter of the American Planning Association.



Client:  
Mr. Tom Martin, City Planner  
Department of Community Development  
City of Lynchburg, City Hall  
900 Church Street  
Lynchburg, VA 24504  
(434) 455-3909  
tom.martin@lynchburgva.gov  
maborel@verizon.net



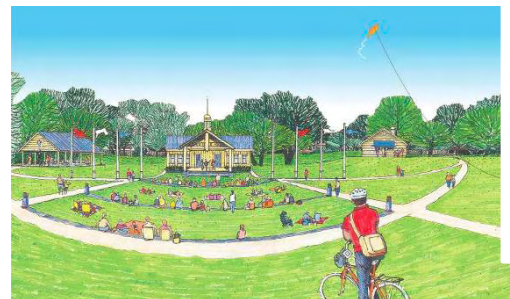
Project Examples  
Sympoetica

Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)

# Comprehensive Land Use Planning, Revitalization Planning & Community Design

Stephens City Comprehensive Plan 2011-2031 Town of Stephens City, Virginia  
*Illustrations in Support of the Town's Comprehensive Planning Effort*

Client:  
Brian Henshaw, Assistant Town Manager  
& Director of Planning  
1033 Locust Street  
Stephens City, VA 22655  
(540) 869-3087  
Mr. Henshaw is now Town Manager  
For Haymarket, VA  
(703) 753-2600  
bhenshaw@townofhaymarket.org



Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)

Project Examples  
Sympoetica



## Facility Master Planning

Municipal Building Facility Location & Program Study, Town of Stephens City, Virginia

Client:  
Mike Kehoe, Town Manager  
Brian Henshaw, Assistant Town Manager  
1033 Locust Street  
Stephens City, VA 22655  
(540) 869-3087  
mkehoe@stephenscityva.us



Current Municipal Building Renovation/Expansion



Former BB&T Bank Building Renovation



Former Peoples Bank Building Renovation/Expansion



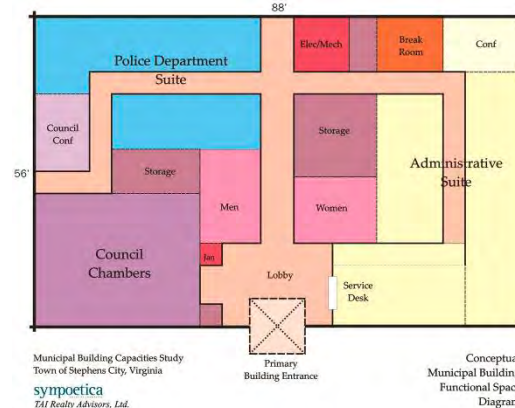
Old Stephens City School Renovation/Expansion



Greenfield Site #1: Stephens Landing II New Building



Greenfield Site #2: Bypass/West Wy New Building



**Alternative S1**  
**Municipal Building Capacities Study**  
Town of Stephens City, Virginia  
TAI Realty Advisors, Ltd. symoetica  
www.syoet.com

## Downtown Parking Studies

Downtown Core Parking Analysis, Town of Woodstock, Virginia

Client:  
Larry Bradford  
Town Manager  
(Recently Retired)  
Telephone:  
(540) 325-1730



Off-Street Parking

- Public Parking (Town)
- Employee Parking (County)
- Institutional Parking (Banks & Churches)

On-Street Parking

- Street Parking (Town)

Map Legend:

- Map Scale: 1 inch = 100 feet
- North Arrow
- Legend
- Scale
- Legend
- Scale
- Legend
- Scale
- Legend
- Scale

Select Current Parking Facility Location, Access & Capacity (Estimate)

Downtown Core Parking Analysis

Town of Woodstock, Virginia

April 2010

symoetica

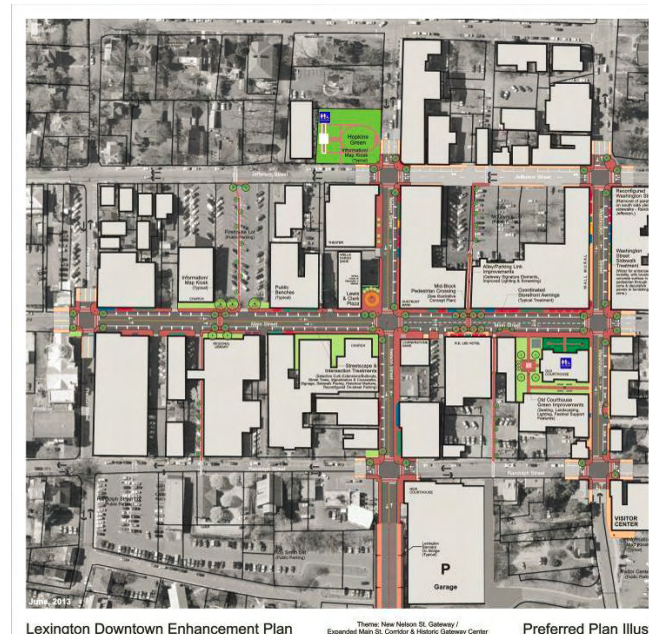
Project Examples  
Symoetica

Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)

# Downtown Master Planning

Lexington Downtown Plan, City of Lexington, Virginia  
Symoetica as Sub-consultant to Cooper Planning and with EPR, P.C.

Client:  
Michael Zehner, Director  
Planning & Development,  
City of Lexington, VA  
300 East Washington Street, 24450  
(540) 463-5310  
mzehner@lexingtonva.gov



Lexington Downtown Enhancement Plan  
Themes: New Nelson St. Corridor / Expanded Main St. Corridor & Historic Gateway Center  
Preferred Plan Illustration



Project Examples  
Symoetica + EPR

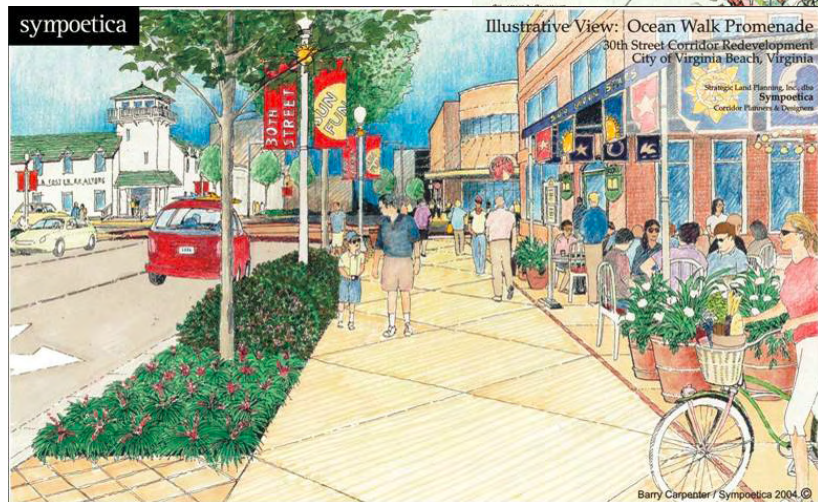
Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)

# Zoning Ordinance, Master Planning & Design Guideline Illustrations

Selected Illustrations for Multiple Virginia Communities



Figure 6.5.3-2: Illustration of an open-air Market Pavilion

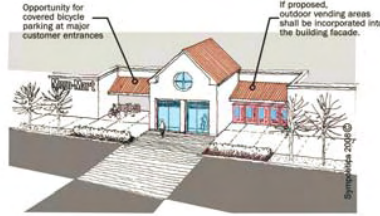


Project Examples  
Sympoetica

Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)

# Zoning Ordinance, Master Planning & Design Guideline Illustrations

## Selected Illustrations for Multiple Virginia Communities



12/8/08 Revision

### Section 35.1-43.28, Building Design & Sustainability Zoning Ordinance Illustrative Graphics

Department of Community Development  
City of Lynchburg, Virginia

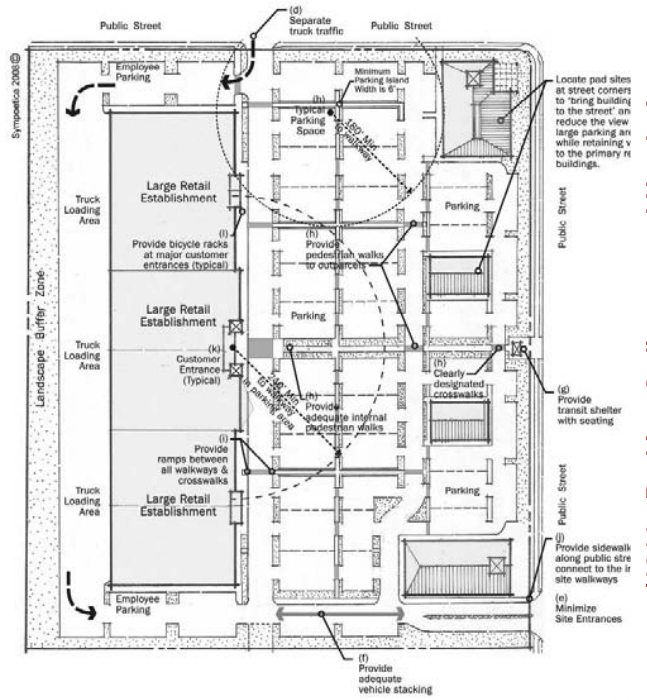
synpoetica



6/6/08 Draft

### Section 35.1-43.25, Transportation

Department of Community Development  
City of Lynchburg, Virginia



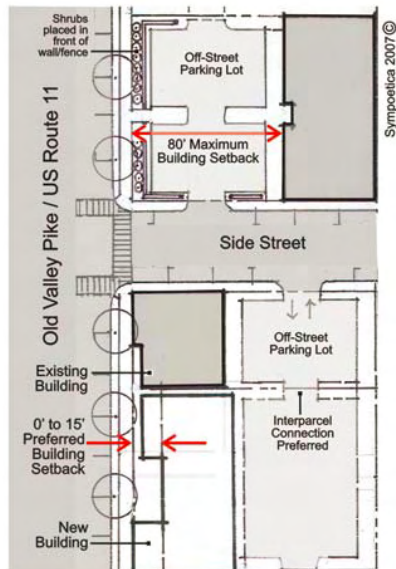
6/5/08 Revit

### Section 35.1-43.25, Transportation Zoning Ordinance Illustrative Graph

Department of Community Development  
City of Lynchburg, Virginia

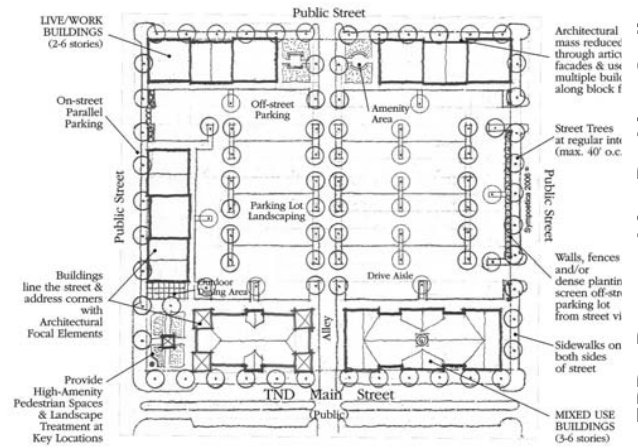


Prepared by  
**synpoetica**  
Community Planners & Design  
www.synpoetica.com



### Placement of New Buildings

Figure 5.3.2-1  
Design Guidelines  
Old Valley Pike Corridor Overlay District



Project Examples  
Synpoetica

Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)

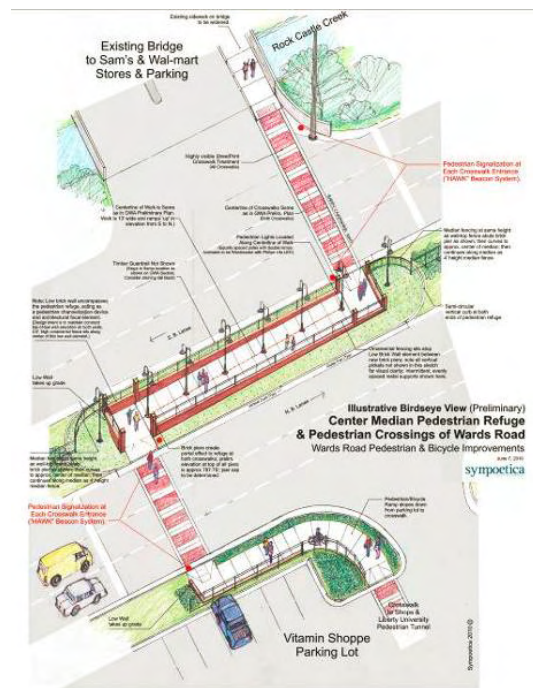
# Pedestrian / Bicycle / Corridor Master Planning

Wards Road / Liberty University Area, Pedestrian & Bicycle Master Plan, City Lynchburg, Virginia (Team with EPR, P.C.)

Client:  
Mr. Tom Martin, City Planner  
Department of Community Development  
City of Lynchburg, City Hall  
900 Church Street  
Lynchburg, VA 24504  
(434) 455-3909  
tom.martin@lynchburgva.gov



Pedestrian/Bicycle Design Charrette



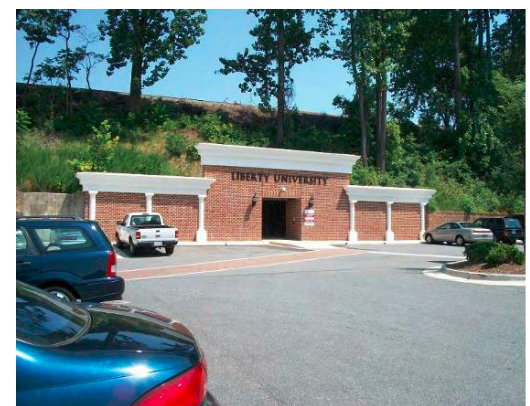
At-Grade Crossing Option



Greenway Trail



Bicycle & Pedestrian Bridge Over Roadway (City of Lynchburg)



Bicycle & Pedestrian Tunnel Under Railroad (Liberty University)

Project Examples  
Sympoetica + EPR

Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)

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## Section 05

### Project Staffing

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Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)

# Project Team

As previously noted, our project team members have a long history of working together to deliver successful community planning projects across the Commonwealth. An overview of our team, roles, and resumes is as follows:

**Bill Wuensch, P.E., PTOE, Project Manager/Transportation Engineer –**

Bill will serve as the overall project manager, in close coordination with our Co-Project Manager, Milt Herd. Bill's experience is a mix of traffic operations, parking planning, and long range transportation planning. He has worked in Virginia City's such as Charlottesville and Lynchburg for over a decade helping to address their traffic engineering, long range planning, multimodal plans, and parking concerns. Bill has also been serving as an on-call transportation engineer for Fauquier County over the past three years helping to create small area plans for the service districts.

**Jeanie Alexander, P.E., Parking Analyst/Traffic Engineer –**

Jeanie will serve as the lead parking analyst. She was the City Traffic Engineer in Charlottesville for five years and managed the downtown parking study, overall parking operations planning, and special studies related to parking. In her role, she worked extensively with merchants associations, neighborhood associations, and any interested parties to address parking needs, including strategies to mitigate parking demand.

**Milt Herd, AICP, Deputy Project Manager/Community Planner -**

Milt will serve as deputy project manager and will lead the ordinance and code writing effort for our team. Milt is a leading community planner in Virginia and has provided code audits, ordinance revisions, comprehensive plans and all types of related community planning efforts to more than 75 localities throughout Virginia.

**Barry Carpenter, Community Planner/Designer –**

Barry is a community and multimodal planner who has unparalleled expertise and passion for providing his drawings that illustrate the vision, or design intent, of plans. Barry will serve as a project planner and illustrator of ideas and concepts conceived of throughout the planning process.

Resumes for the key staff are provided in the following pages.

Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)

## William L. Wuensch, P.E., PTOE

Director of Transportation Engineering and Planning

### Overview

Mr. Wuensch is a transportation engineer/planner who understands the importance of a transportation system that provides for multimodal mobility options within the context of the community and region. He works with stakeholders and agencies to understand and address the livability of a region or community by finding solutions that balance and optimize vehicle capacity needs, traffic circulation and parking opportunities, travel demand management, transit service strategies, and the needs of pedestrians and bicyclists. He has consulted with communities and agencies in the northeast, mid-Atlantic, and Florida providing transportation planning and engineering services.

### Relevant Experience

Bill's expertise is primarily focused in the area of multimodal transportation engineering and integrated land use and transportation planning. He has worked with numerous communities and regions to identify alternative future scenarios for growth and resulting transportation needs. His technical background includes extensive experience in the conduct of long range planning studies, road alignment studies, roadway and site designs, design of traffic control device plans, and traffic operational analyses. His multimodal planning experience includes work with communities to improve the walking and bicycling environment, transit accessibility, and analysis of transit station access needs, and integrated land use and transportation multimodal corridor studies that consider urban form, land use policy, and the multimodal environment. He is highly conversant in traffic flow theory, transportation system design standards, and cost sensitive design considerations, and is knowledgeable of industry software applications for traffic operations analyses and design.

### Example Projects

#### Charlottesville Parking Study

Bill assisted with policy research and recommendations, assessment of parking demand and utilization, and development of recommendations for an updated parking plan for the downtown business district in Charlottesville. Innovative policy recommendations included creating maximum parking requirements, allowing fee in lieu of parking, assessment of what a new parking structure would be necessary, and also a new on-street parking scheme within the planning area.

#### Downtown Parking Reconfiguration, Pensacola Downtown Improvement Board Pensacola

Bill served as lead project engineer for development of concepts for reconfiguring traffic circulation and parking on key downtown streets in Pensacola.

#### Fauquier County On-Call Transportation Engineering

Bill is serving as the County's transportation engineer on an on-call basis. Typical assignments include interfacing with VDOT on land use and transportation issues and review of TIAs.

#### On-Call Services for City of Charlottesville, VA

Bill has provided traffic engineering assistance to the City of Charlottesville for the past ten years. For a 14-month period, he served as the City's Temporary City Traffic Engineer. Typical assignments through this contract included traffic operations analysis, responding to citizen concerns, preparation and review of traffic studies, signal retiming, neighborhood traffic calming, and assisting with the update to the City's long-range transportation plan. Recently, Bill has provided concepts and designs for curb extensions and pavement markings to improve pedestrian safety at several intersections throughout the City.

#### Continuing Traffic Engineering and Planning Services, City of Lynchburg, VA

Bill has provided traffic engineering assistance to the City of Lynchburg for the nine years. Projects have ranged from signalization plans, intersection and corridor studies, downtown maintenance of traffic for CSO, study of Harvard Street and intersections along Wards Ferry Road, and dozens of other assignments.



Experience:  
22 Years

Education:  
B. S. Civil Engineering  
University of Central Florida  
1992

Registration:  
Professional Engineer VA  
and FL, PTOE Certification  
from ITE

Affiliations:  
American Society of Civil  
Engineers  
Institute of Transportation  
Engineers  
American Planning  
Association  
Adjunct Faculty Instructor  
University of Virginia

Resume  
EPR  
William L. Wuensch

Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)



**East Albemarle Subarea Study, Albemarle County, VA**

Bill served as the technical analysis lead a study that examined existing and future tra conditions on key roadways in eastern Albemarle County. The deliverable for this proj included a summary of existing and future volumes on key roadway links, a level of serv analysis for those links, identification of specific projects that may be needed in the future address capacity/safety/intersection operations, and a summary overview of potential tra service improvements to the eastern portion of the County. The effort culminated in a pu meeting with stakeholders in the eastern part of the County that included a brief presentat to the stakeholders.

**Multimodal Corridor Studies, Virginia Department of Transportation and Metropolitan Plann Organizations**

Bill has served in a lead technical position and project manager on several multimodal corri studies. Recent Virginia projects include Route 360 in Amelia County, Route 250 in NW Fluvan SW Louisa Counties, Routes 20/15 in the Town of Orange, and Route 29 in Greene Cou Multimodal corridor studies consider traffic operations characteristics relative to the desi adjacent land uses. Typical recommendations include specifics of preferred typical sectio intersection improvements, sidewalk and bicycle facilities and transit accommodations. The studies typically include heavy stakeholder involvement to clearly explore the four plann questions: Where are we now, Where are we going (trend scenario), Where do we want to and How do we get there (preferred scenario). This experience blends transportation and la use concerns into a fully integrated land use and transportation based corridor study.

**Central Virginia 2035 Long Range Transportation Plan Update**

Bill managed the year 2035 update to the Central Virginia Long Range Transportation P Update. This update to the LRTP included a scenario planning exercise whereby alternat land use scenarios are examined across the region. The process was public process intens and required extensive modeling using a GIS plug-in module that created trip tables bas on urban form and mix and intensity of development. The trend scenario, based on curr future land use maps, was be compared to alternative future land use scenarios, th compared using such measures of effectiveness as vehicle miles traveled, costs for new roa required, proximity to walkable mixed use areas, and others based on the values expres by the stakeholders. This process was conducted over a 12-month period and included tra operational assessments of key roads/intersections, multimodal considerations, fund projections, recommendations to be considered by the localities in their next comprehens plan update, and development of a new constrained and vision project list.

**VDOT UDA Initiative**

EPR is a subconsultant to Renaissance Planning Group for the VDOT UDA contract. is providing technical traffic technical analysis for the small area studies to identify cont sensitive solutions to transportation issues associated with their identified growth areas. has conducted transportation analyses for UDA studies in Montgomery County and Fauqu County, Virginia.

**NC-54 Multimodal Corridor Study, Durham Chapel Hill Carrboro MPO**

Bill served as deputy PM and lead traffic planner for a corridor study of a controversial h volume arterial facility between I-40 and US 501. This integrated land use-transportation st examined scenarios for building out the adjacent growth areas considering that three light stations would develop within the planning horizon for the study. Recommendations inclu innovative intersection plans, interchange concepts, park'n'ride plans, improved bicycle & pedestrian facilities, and a variety of strategies for enhanced bus transit service. Also, r connectivity and access management strategies were considered. The project proc included an extensive public outreach effort with stakeholders and the conduct of three la public meetings.

**Downtown Mobility Study - City of Bradenton, Florida**

Bill served as lead project traffic engineer for a mobility study for congested portions Bradenton and Palmetto, two neighboring cities in west central Florida. The goal of the st was to develop strategies to relieve congestion through the central business districts & identify solutions that were context sensitive. Alternatives examined included converting t way bridges to one-way pairs over the Manatee River, converting a one-way pair in Manate two-way operation, and providing additional linkages to adjacent arterial facilities as necess to relieve traffic and create a more context sensitive environment in both downtown areas.

Resume

EPR

William L. Wuensch

Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)

## Jeanie Alexander, P.E.

Senior Transportation Engineer/Planner

### Overview

Jeanie Alexander is a licensed professional engineer with 16 years of experience in traffic engineering and transportation planning. She has experience working in both the public and private sectors on a variety of projects. Her technical experience includes signing and striping projects, traffic signal optimization, neighborhood traffic management, traffic calming, bicycle and pedestrian improvements, parking, site plan and traffic impact study review, traffic safety improvements and work zone permit reviews. The success of these projects hinged on coordination with agencies, and communication with the public, City Council and the Planning Commission. As the City Traffic Engineer for the City of Charlottesville her goal was to find safe, cost effective transportation solutions that improved travelers' mobility across all modes of transportation.

### Example Projects

#### City of Charlottesville Parking Management

- Managed a parking study of the downtown area. The goal was to determine the best use of the spaces downtown based on the supply, demand and enforcement protocols. The addition of parking meters and changes to the fee structure for parking tickets were evaluated as part of this process.
- Managed the City's permit parking system. The purpose of permit parking in Charlottesville is to protect on-street parking in residential areas from use by commuters. The majority of the permit parking zones are near the University of Virginia and Downtown Charlottesville. These areas have little off-street parking and a much demand for parking from non-residents.
- Managed the City's parking change request process. Any interested person can initiate the process to change the use of on-street parking spaces with the City. The process includes a public comment period. The City Traffic Engineer ultimately decides whether or not to make the change.
- Implemented the City's first back-in angle parking area. To maximize the parking in a redeveloping area of downtown the use of angled parking was found to create the most spaces. However, as research has shown, traditional angled parking comes with higher crash rates due to limited sight lines exiting parking spaces. The back-in angled parking was initially implemented as a pilot and remains in place today.

#### Charlottesville East-West Bicycle Corridor Improvements, City of Charlottesville

Jeanie led the effort to create a bicycle friendly corridor spanning the City of Charlottesville from its western to eastern borders. The route travels through the University of Virginia downtown Charlottesville and various neighborhoods. The improvements include new bicycle lanes, updated lane markings, improved signing, bicycle detection (including markings and signs), removal of on-street parking and the first shared lane markings within the City. The effort included meetings with the Bicycle Safety Committee, presentations to City Council and meetings with local business owners and residents. In 2012, Charlottesville was recognized by the League of American bicyclists as a Silver Level Bike Friendly Community.

#### Pedestrian Improvements, City of Charlottesville

While with the City of Charlottesville, Jeanie led the effort for many pedestrian improvements. The most notable were focused in the downtown and UVA areas and included upgrading traffic signals within the City to uniform hand/man, countdown, push-button actuated operation, bringing curb ramps up to ADA standards, installing LED crosswalks at ten locations, installing audible pedestrian signals at ten locations and establishing an ongoing Pedestrian Safety Committee. Jeanie worked closely with this committee to achieve these goals and in 2012 the



Experience:  
16 Years

Education:  
BS, Civil Engineering  
University of Virginia  
Minor  
Urban and Environmental  
Planning

Registrations:  
Registered Professional  
Engineer - Virginia

Affiliations:  
Institute of Transportation  
Engineers

Resume  
EPR  
Jeanie Alexander

Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)

City was recognized as a Silver Level Walk Friendly Community.

### Special Events, City of Charlottesville

As a member of the City's Special Events Committee Ms. Alexander reviewed the traffic implications of road races, parades, festivals and other events impacting City streets. Beyond the committee, working with the Secret Service and others, she facilitated the transportation modifications needed to prepare for presidential candidate Obama to visit Charlottesville. In addition, she worked with UVA staff on traffic issues related to John Paul Jones Arena, UVA football and other UVA events.

### School Traffic Improvements, City of Charlottesville

Jeanie, working with the Pedestrian Safety Committee and with the approval of the City School Board, reduced the speed limits to 15 mph on the roadways adjacent to four City Schools to encourage pedestrian activity and improve pedestrian safety. She also worked with principals at two elementary schools to improve the traffic flow at arrival and dismissal.

### FDOT District 3 – Districtwide Miscellaneous Traffic Operations On-Call Contract

As the District 3 on-call consultant, Jeanie managed traffic engineering studies and design projects for turn lane improvements, traffic signal installation and military base access improvements. The projects included coordination with the client, sub consultants, utility companies and local officials.

### West Florida Regional Planning Council On-Call

Jeanie served as the project manager and lead engineer for several corridor studies, long range transportation plan updates, bicycle and pedestrian plans, a transit facility siting and transit access barrier study. Each project involved extensive public involvement, presentation to MPO board members and presentations to local elected officials. The primary focus of the corridor studies was to improve safety through access management. The recommendations included adding medians, closing median breaks, optimizing signal timings and consolidating driveways.

The long range transportation plan updates and bicycle and pedestrian plans examined multiple scenarios with varied land use and transportation improvements. The plans provided the basis for prioritizing transportation improvements for three MPOs.

Jeanie led the search for a new site for the Bay County Transit Agency and a study of barriers to transit access in Pensacola. Both projects relied heavily on GIS analysis, field visits and on-site coordination with the local leaders.

### Bicycle Safety Related City Code and State Legislation Changes

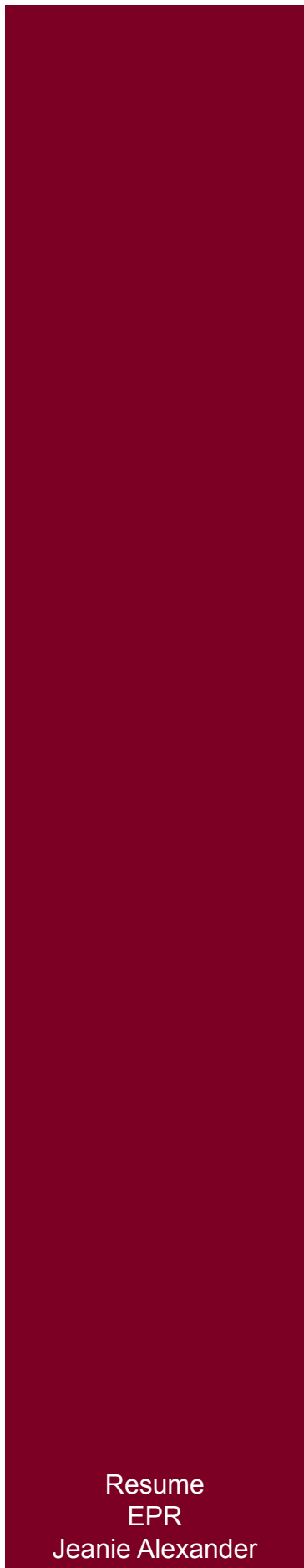
Jeanie proposed changes to Charlottesville's City Code requiring children age 14 and under to wear helmets while bicycling in Charlottesville. City Council adopted these changes and Jeanie coordinated with the City Police Department to provide helmets to children in need.

Jeanie petitioned the state legislature to allow for bicyclists to travel in the contraflow direction on one-way streets. The change was passed by the House transportation subcommittee, House and Senate transportation subcommittee. It was defeated by two votes in the Senate.

### Escambia County On-Call

Jeanie provided on-call traffic engineering services for Escambia County. Typical assignments included review of TIAs, traffic operations analysis, signal timing and neighborhood traffic management.

Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)



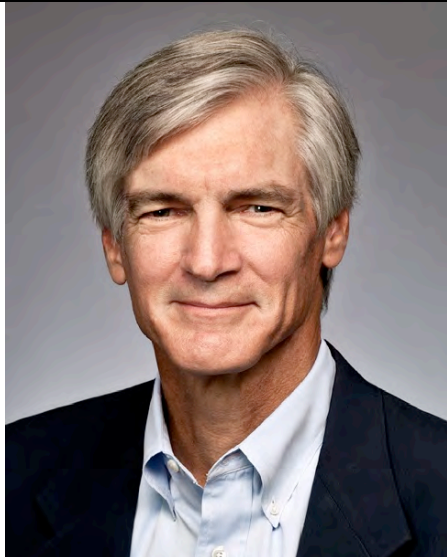
Resume  
EPR  
Jeanie Alexander

**Milton J. Herd, AICP**

303 Riding Trail Court NW  
Leesburg, VA 20176

phone: 703 669-6713  
fax: 703 669-6716

e-mail: [milton@herdplanning.com](mailto:milton@herdplanning.com)  
web: [www.herdplanning.com](http://www.herdplanning.com)



**Summary**

Mr. Herd is a consulting land use planner, urban designer, and facilitator with over 30 years of award-winning experience in local government planning. He specializes in preparing comprehensive plans, land use plans, strategic plans, urban design plans, and zoning regulations.

Projects have ranged from large-scale community plans and regulations to smaller scale neighborhood plans. When serving as prime contractor, he has held responsibility for managing all procedural and technical aspects of projects.

He has served public clients in 25% of all the localities in Virginia (over 130 projects in over 80 localities), as well as public projects in nine other states. Fourteen of the projects he has led have won state or national planning awards. Each of the major projects he has led has involved complex public consensus building processes in conjunction with sophisticated analytic efforts.

As a consultant, he has prepared more than 50 comprehensive plan elements, 20 major zoning and/or subdivision ordinance amendments, and 20 special public facilitation processes (in addition to public involvement in comprehensive plans). As Planning Director for Loudoun County, he supervised 50 professional planners.

**Comprehensive Plans (examples)**

- Loudoun County General Plan (1991)  
*(APA National Planning Award 1994)*
- City of Winchester, Comprehensive Plan, (2011)  
*(Virginia APA Award 2013)*
- Augusta County, VA Comprehensive Plan (1994)  
*(Virginia APA Award 1995)*
- Amelia County, VA Comprehensive Plan (1995 and 2001) *(Virginia APA Award 1996)*
- Rockingham County, VA Comprehensive Plan (2003)
- Accomack County, VA Comprehensive Plan (2007)
- Gloucester County, VA, Court House Village Plan (2012)

**Major Public Participation Processes (examples)**

- Vision Plan for the Town of La Plata, Maryland (2000)  
*(Maryland APA Award 2000)*
- Governance for the 21<sup>st</sup> Century (1998-99)  
*(Virginia APA Award 2000)*
- Strategic Plan for the City of Wildwood, New Jersey (1998)
- Willis Wharf Vision Plan (1994) *(Virginia APA Award 1997)*
- Round Hill Design Charrette, Loudoun County, VA (2001) *(VACO Planning Award 2003)*

**Experience**

**1991 – Present**

President, Herd Planning & Design, Ltd. (Leesburg, VA)

**1988 - 1991**

Planning Director, Loudoun County, VA

**1984 - 1988**

Chief of Comprehensive Planning, Loudoun County, VA

**1978 - 1984**

Planner, Loudoun County, VA

**Education**

**Bachelor of Design in Architecture**

(with Honors), University of Florida, 1973

**Master of Arts in Architecture**

(urban planning concentration), University of Florida, 1977

**Graduate studies** in Urban Planning,

University of Virginia, 1979 - 84

**Basic Economic Development**

Course, University of North Carolina 1985

**Mediation for the Professional,**

Center for Dispute Settlement, Washington, D. C., 1995

**Form-Based Codes - Introductory**

Course, FBCI, Alexandria, VA 2005.

Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)

**Awards**

Directed and/or helped author 14 award-winning planning products:

- City of Winchester Comprehensive Plan, (APAVA Planning Award, 2013)
- Round Hill Design Charrette, (VACO Planning Award, 2003)
- Vision Plan for Town of La Plata, Maryland (2000) (Maryland APA Award)
- Governance for the 21<sup>st</sup> Century (Virginia APA Award, 2000)
- Willis Wharf Vision Plan (VA APA Award, 1997)
- Battlefield Network Plan, Frederick County, Virginia (VA APA Award, 1997)
- Amelia County Comp. Plan (1995-2015) (VA APA, 1996)
- Augusta County Comp. Plan (1994-2014) (VA APA Award, 1995)
- Loudoun County General Plan (National Planning Award, APA, 1994)
- Rural Village and Rural Hamlet Zoning Ordinances (VA APA Award, '92)
- Historic District Guidelines (VA APA, 1988)
- Eastern Loudoun & Dulles North Area Plans (VA APA 1982 & '87)

**Associations, Certifications, and Leadership**

- American Institute of Certified Planners (AICP) (1984 - ) **Selected for Induction into the College of Fellows (FAICP) 2014**
- Qualified Planning Expert, Virginia Circuit Court (1992 – 2014)
- American Planning Assoc'tn (APA)
- Congress for the New Urbanism (CNU)
- Citizens Planning & Education Association of VA (CPEAV)
- Loudoun County Design Cabinet (2003 - )
- Board of Directors, Waterford Foundation (1996-02)
- Vice Chairman, Board of Directors, EcoVillage (2002 - 08)
- Chairman, Board of Directors, Bluemont Concert Series (2007 -)
- Steering Committee for Crescent District Form-Based Code, Town of Leesburg (2008 – 2012)
- Chairman, Loudoun County Zoning Ordinance Action Group (2012 - )
- Town of Leesburg Planning Commission (2013 - )

**Zoning Ordinances (examples)**

- Form-Based Code for the Village of Crozet (team member) (2007)
- Mixed-Use urban zoning districts for Rockingham County and Botetourt County.
- Zoning Ordinance Overhauls for Montgomery, Botetourt, Orange, and Westmoreland Counties, VA
- Zoning and Subdivision Ordinance Revisions for Amelia County, VA (1995, 1998, 2003)
- Zoning and Subdivision Ordinance Overhaul, Town of Warrenton, VA (2006)
- Rural Village & Rural Hamlet Zoning Ordinances, Loudoun County (1990 - 91) (APA VA Awards 1992)

**Expert Testimony (examples)**

- On behalf of Augusta County, VA - Lofton Farms v. Board of Supervisors (1998)
- On behalf of Stafford Lakes Ltd Partnership - land condemnation case in Stafford County (2007)
- On behalf of Loudoun County, VA – multiple land use cases 1992 - 2009

**Speaking (examples)**

Guest speaker or panelist at over 100 professional conferences, covering a variety of planning topics, including:

- Visioning and Other Public Participation Processes
- Growth Management Techniques
- Fiscal Impact of Development
- Historic and Agricultural Preservation Techniques
- Zoning Review Processes
- Urban Design and Placemaking
- Form-Based Codes

**Teaching**

*Faculty member* - Certified Planning Commissioners Program conducted by CPEAV (1992 – present).

*Adjunct professor* in planning and preservation at the Center for Graduate and Professional Studies at Goucher College, in Baltimore, Maryland (2004 – present).

*Adjunct lecturer* in placemaking at the University of Virginia School of Architecture, Charlottesville, VA, 2009.

**Writing**

Published articles in professional journals and newsletters on Rural Cluster Development, Urban Design Principles, Planning Processes, Fiscal Impacts, and Conditional Zoning.

Attachment: EPR - Proposal for Parking Ordinance and Needs Assessment (1811 : Parking Ordinance and Needs Assessment Proposals)



## Principal Resume

### J. Barry Carpenter, ASLA, President Principal Master Planner & Designer

Barry Carpenter is an award-winning master planner and designer with over thirty-five years of experience in community master planning & design, town planning, corridor planning and park & trail planning and design. He has proven skills in private and public sector projects and has a thorough understanding of local government processes. He is a member of the American Society of Landscape Architects. He has participated in numerous Urban Land Institute Advisory Panels on mixed-use projects nationally; for four years he was on the Smart Growth Alliance Project Recognition Jury in the Washington, DC region. Mr. Carpenter's innovative work on Transit-Oriented Development has been published nationally in *Urban Land* and *Landscape Architecture* magazines. He has substantial experience in master planning studies statewide for cities, towns, counties, regional governments and private developers. Notable projects include:

#### Urban, Community and Corridor Planning & Design:

- *Merrifield Metro Revitalization Area Mixed Use Master Plan*, Fairfax County, VA
- *Lexington Downtown Master Plan*, City of Lexington, VA
- *Woodstock Business Enhancement Plan & Implementation Activities*, Town of Woodstock, VA
- *Downtown Revitalization Study*, Town of Boonsboro, MD
- *Woodstock Downtown Core Parking Analysis & Forum*, Town of Woodstock, VA
- *Wyndhurst Traditional Neighborhood Development Master Plan & Design*, Lynchburg, VA
- *Cornerstone Traditional Neighborhood Development Master Plan & Design*, Lynchburg, VA
- *Municipal Building Facility Location & Program Study*, Town of Stephens City, VA
- *Stephens City Comprehensive Plans 2001 - 2021 and 2005 - 2025*, Town of Stephens City, VA
- *Harrisonburg Comprehensive Plan, 2004 Update*, City of Harrisonburg, VA
- *Lynchburg Comprehensive Plan 2002-2020*, City of Lynchburg, VA
- *New Market Growth & Annexation Area Plan / Community Design*, Town of New Market, VA
- *Wards Road Area Pedestrian & Bicycle Plan*, City of Lynchburg, VA
- *Campbell Avenue Corridor Master Plan*, City of Lynchburg, VA
- *Fifth Street Corridor Master Plan & Design Guidelines Study*, City of Lynchburg, VA
- *Laskin Road & 30<sup>th</sup> Street Resort Area Corridor Master Plan*, City of Virginia Beach, VA
- *Blue Ridge Parkway / Skyline Drive Gateway Studies: Augusta County and The City of Waynesboro; Rockbridge County and The City of Buena Vista; Rockingham County and The Town of Elkton*, for the Central Shenandoah Planning District Commission
- *US Route 11 South Corridor Study: City of Harrisonburg & Rockingham, County, VA*, Harrisonburg-Rockingham Metropolitan Planning Organization
- *Princess Anne Street Corridor, Historic Overlay District Design Guidelines*, City of Fredericksburg, VA
- *Old Valley Pike Corridor Overlay District Ordinance & Design Guidelines*, Shenandoah County, VA
- *Transit-Oriented Development Prototypes*, Washington Metro Area, for the Chesapeake Bay Foundation's "Patterns of Community: The FuturePlan Project"

#### Park, Recreation and Rails-to-Trails Planning & Design:

- *Indian Spring Wetland Park Master Plan*, Town of Woodstock, Virginia
- *Fairview Park Master Plan*, Town of Woodstock, Virginia
- *The Town Green On Main Street*, Town of Woodstock, Virginia
- *Long Branch Park & Recreation Master Plan*, Arlington County, Virginia
- *Warrenton Branch Rails-to-Trails Master Plan*, Warrenton, Virginia
- *New River Trail State Park Development and Management Plan*, Southwest Virginia
- *Multiple Park & Recreation Master Plans*, Fauquier County, Virginia

## PROFESSIONAL EXPERIENCE

President / Vice President, Sympoetica, Woodstock, VA, 1986 to present  
Associate/Senior Associate, EDAW, Inc., Atlanta, GA, & Alexandria, VA, 1979-1986  
Senior Planner/Urban Designer, City of Durham, North Carolina, 1976-1979  
Associate, Design Workshop, Inc., Raleigh, North Carolina, 1974-1976  
Land Planner/Landscape Architect, The Rouse Company, 1972-1974

## EDUCATION

Bachelor of Landscape Architecture (Honors), North Carolina State University, 1972  
Real Estate Development Process, Urban Land Institute Real Estate Development School, University of Wisconsin at Madison, 1987  
Community Economic Development Course, Virginia Institute of Economic Development, Virginia Tech, 1994  
Principles in Real Estate, Lord Fairfax Community College, 2003  
Career Studies Certificate in Fine Arts, Lord Fairfax Community College, 2011

## HONORS/AWARDS/MEMBERSHIPS

Valley Conservation Council, 2013 Better Models for Development Award, Best Town Conservation Area, for Indian Spring Wetland Park, Woodstock, VA (Master Plan)

American Planning Association Outstanding Plan Award (Virginia Chapter, 2003) for "Manassas Park Center Master Plan and Park Center Design Standards and Guidelines"

American Planning Association (Virginia Chapter) Meritorious Award, 1997, for "Newfair Transit-Oriented Development," Fairfax County, VA

Award for Excellence in Planning, Maryland Economic Growth, Resource Protection & Planning Commission, 1995, for "Eastover Transit-Oriented Development," Prince George's County, MD

American Planning Association (Virginia Chapter) Distinguished Award, 1992, for "New River Trail State Park," Southwestern Virginia

Merit Award, ASLA Professional Awards Program, 1982, for "Fairfax Center Area Plan," Fairfax County, VA

ASLA Certificate of Merit Award, 1972

Member, Resort Design Jury, American Resort Development Association Annual Awards Program, 1995-1999

Member, Regional Open Space Preservation Advisory Board - Region I, Commonwealth of Virginia, 1997 to 1999

Member, Smart Growth Alliance Project Recognition Jury, Washington, DC region, 2002 to 2006

Member, American Society of Landscape Architects

[Sympoetica / Project Personnel / Page 2](#)

# GERALD FORSBURG ASSOCIATES

RESIDENTIAL ~ HISTORIC ~ INTERIORS ~ LIGHT COMMERCIAL

*Preserving the Past. Designing the Future.*

March 10, 2014

**Brian P. Henshaw**  
**Town Manager**  
**Town of Haymarket**  
**PO Box 1230**  
**15000 Washington, Street**  
**Haymarket, Virginia 20168**

**RE: Proposal for Parking Ordinance and Needs Assessment**

Dear Mr. Henshaw:

Gerald Forsburg Associates has 20 plus years in architecture, planning, historic preservation and small town business development. We are first and foremost “PlaceMakers”. We approach municipal future needs assessments and ordinance development from a variety of angles, taking into account existing practices, future trends and the desires of the local community.

Placemaker is a term used to imply the cultivation of the built environment to nurture human needs in all their diversity. As towns grow, they change. So does their needs for parking. Walkable communities are becoming more desirable than ever, yet our communities still must accommodate our need for vehicular traffic. The challenge is indeed to shape our communities to be the best they can be for our immediate needs and those of the future.

Gerald Forsburg Associates takes parking assessments and ordinance development beyond the standard practices of counting existing parking spaces and simply factoring them for projected growth. We take into account the dynamics of the local community, through Town-hall style charettes (or workshops) and door-to-door surveys to get the community’s first hand assessment of the situation and the goals, evaluating past, present and future planning efforts to present a holistic and synergetic approach to urban planning in order to meet the unique goals of the community.

At the Request of the Town of Haymarket, Gerald Forsburg Associates is pleased to respond to the Request for Proposal for a Parking Ordinance and Needs Assessment with a proposal broken into five key phases:

- Phase I – “Block-by-Block” and “Street-by-Street” Assessment of Existing Conditions, to include stakeholder interviews and a Town-Hall style design Charette\*
- Phase II – Quantify the Need/Potential for Future Parking
- Phase III – Identify Specific Sites and Techniques for Future Parking Amenities
- Phase IV – Identify and Prepare Management Strategies and Urban Design Guidelines seeking to resolve conflict with the Comprehensive Plan and Zoning Ordinance, and taking into account the desire for a walkable community that can equally accommodate vehicular traffic
- Phase V – Prepare Cost Analysis, Implementation Program, Draft Report and Final Report, to include a presentation to Town Leadership during one of the Town’s regularly scheduled meetings

P.O. Box 957 ~ Mount Jackson, Virginia 22842  
 Phone 540.477.2377 ~ Fax 540.477.2377  
**WWW.FORSBURGASSOCIATES.COM**




The General Outline of the final report will be as follows:

1. Executive Summary
2. Introduction
3. Overview of the Study Area, including maps
4. Existing Parking Analysis, to include Parking Availability, Occupancy, Duration, Turnover, and General Parking Observations (findings from stakeholder interviews and community charette)
5. Parking Workshop
6. Parking Policy Analysis covering existing Zoning and Key Parking Issues
7. Future Conditions Assessment
8. Summary and Recommendations, including expansion opportunities; best practices; potential changes to the Code, Design Standards and Signage; Cost Justification and funding opportunities; and an Implementation schedule
9. Resources

Gerald Forsburg Associates is pleased to provide the outlined consultation services for a total cost of twenty-two thousand, five hundred dollars (\$22,500), with a proposed timeline of six to eight weeks for completion, depending upon the degree of collaboration with the municipality (i.e. depending on Town meeting dates).

Should the Town so desire, we are willing and able to facilitate, at no additional charge save the cost of the speakers' fees and expenses, keynote speakers to speak in regards to PlaceMaking and instruct on innovative best practices.

Sincerely,



Gerald N. Forsburg

\* Consultants' time for charette meetings is included in our proposal; expenses related to the advertising of these meetings and securing a location is the sole responsibility of the Town of Haymarket, unless otherwise negotiated prior to the agreement.

# GERALD FORSBURG ASSOCIATES

RESIDENTIAL ~ HISTORIC ~ INTERIORS ~ LIGHT COMMERCIAL

*Preserving the Past. Designing the Future.*

## SUMMARY OF QUALIFICATIONS

PLANNING CONSULTANT:

**Gerald Forsburg Associates, LLC**

PO Box 957

5973 King Street

Mount Jackson, VA 22842

Gerald Forsburg Associates has 20 plus years in architecture, planning, historic preservation and small town business development. The firms' focus is on high quality design suited to the needs of the client. Our clients receive total solutions, better project coordination, a single point of contact, competitive pricing and outstanding results.

Gerald Forsburg Associates, a registered Virginia firm, in the process of filing for SWaM designation, will manage the planning team.

Some notable projects GFA has performed include the following:

- Residential to Commercial Rezoning Map Amendment (ZC Order No. 02-22 – Map Amendment – Square 754, Lots 103 to 106 and 109) - Received unanimous approval.
- The review and proposal for revised Ordinances to permit business street signage in the business district of Mount Jackson, Virginia.
- Site development, including parking and traffic assessments for the development of the historic Cafritz Estates into the Field School in Washington, DC (while employed with Kress Cox Associates)
- Site Design and Adaptive Re-Use Development of 5973 King Street, Mount Jackson, into a commercial property with parking lot with innovative permeable concrete and on-street parking
- Town of Mount Jackson Visitors' Center Park & Gazebo

GFA will coordinate directly with The Town of Haymarket and the project consultants. Information and design coordination will also occur between the various consultants as required.

We are passionate about preserving both our country's cultural heritage through smart development of our towns and the creating new and sustainable urban planning contributions through innovative planning practices. The knowledge gained during the more than 10 years we have been in business has enabled the firm to provide the highest quality of services to assist our clients.

Gerald Forsburg will be the Project Manager and lead Planning Consultant overseeing the project and document production. Mr. Forsburg has over 20 years of architectural, planning

P.O. Box 957 ~ Mount Jackson, Virginia 22842

Phone 540.477.2377 ~ Fax 540.477.2377

[WWW.FORSBURGASSOCIATES.COM](http://WWW.FORSBURGASSOCIATES.COM)

and preservation experience, encompassing all levels of planning, design, implementation and administration, and includes having been employed with the Washington, DC Office of Zoning. Services he has performed include field surveys, feasibility analyses, Town Ordinance reviews and recommendations, costs estimates for repairs and capital improvements. Gerald has a Bachelor of Science in Architecture and Urban Planning, with a concentration in Zoning, from the Catholic University of America; and has been accepted to the Catholic University of America's Masters in Architecture and Real Estate Development.

**CIVIL ENGINEER:**

**Barthol Design Associates**

550 Southlake Boulevard  
Richmond , VA 23236

David Barthol of Barthol Design Associates, a Richmond based firm, will be the Civil Engineer for the project. Mr. Barthol has 20 years of experience in the engineering profession. Although he has many responsibilities, he still devotes much of his time to collaborating with his associates on the firm's wide range of projects. The knowledge that he has gathered from working for the public and municipal clients has made him aware of the public sector's unique design needs as an integral part of creating a successful project. He is proficient in all facets of the construction industry including site analysis, master planning, innovation designing and crew management. Mr. Barthol's principal areas of interest in the profession include conceptual design, planning, stormwater management, stormwater quality, water distribution, sanitary sewer, road design and erosion control.

**Education**

- Bachelor of Science in Civil Engineering, Virginia Military Institute

**Professional Experience**

- United States Marine Corps, 1985-1990
- Chesterfield County Department of Environmental Engineering, 1990-1994
- Balzer and Associates, 1994-2001
- Barthol Design Associates, 2001-Present

**ON-CALL PLANNING CONSULTANT:**

**Steve Mouzon**

AIA ~ CNU ~ LEED AP  
Mouzon Design & New Urban Guild  
PO Box 1217  
Miami Beach, FL 33119  
USA

Steve Mouzon of Mouzon Design, the Sky Institute for the Future and the New Urban Guild, will serve as the on-call planning consultant. Mr. Mouzon has a degree in Architecture from Ball State University, and has worked at INTBAU (the International Network for Traditional Building, Architecture and Urbanism) and the Institute of Classical Architecture of America. He has authored numerous books, including The Original Green: Unlocking the Mystery of True Sustainability. Mr. Mouzon's staff has certification in New Urbanism from the University of Miami.

Mr. Mouzon will be the keynote Speaker at this year's Traditional Building Conference being held April 2-3, and presents a wonderful discussion on "Walk Appeal" of Towns.

"Sustainable places should be nourishable because if you cannot eat there, you cannot live there. They should be accessible because we need many ways to get around, especially walking and biking because those methods do not require fuel. They should be serviceable because we need to be able to get the basic services of life within walking distance." ~ The Original Green, 2010

PROPOSAL

# Town of Haymarket

## Parking Ordinance and Needs Assessment



Submitted by:  
**Gorove/Slade Associates, Inc.**  
**March 14, 2014**



Attachment: Gorove-Slade Final Proposal (1811 : Parking Ordinance and Needs Assessment Proposals)

March 14, 2014

Mr. Brian P. Henshaw, Town Manager  
Town of Haymarket  
15000 Washington Street, Suite 100  
Haymarket, VA 20168

Dear Mr. Henshaw:

On behalf of Gorove/Slade Associates, Inc., I am pleased to present this response to the RFP for the Parking Ordinance and Needs Assessment.

We have crafted a proposed project scope and fee based on the Town's needs as we understand them from the RFP.

I am confident you will find that Gorove/Slade is uniquely qualified and the best choice to work alongside the Town of Haymarket on this project. Please do not hesitate to contact me directly at 571.261.9719 or [cab@goroveslade.com](mailto:cab@goroveslade.com) if you need additional information or clarification regarding our submission.

We are looking to working on this project in our new hometown.

Sincerely,



Chad A. Baird  
Vice President and Principal



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- 1 *Firm Qualifications*
- 2 *Staff Qualifications*
- 3 *Project Understanding*
- 4 *Scope*
- 5 *Compensation*
- 6 *Schedule*

## 1

**FIRM  
QUALIFICATIONS**

- *34 year track record of excellence providing full suite of transportation planning and traffic engineering services*
- *Outstanding portfolio of work on parking and parking-related projects*
- *Commitment to the Town of Haymarket*



## HISTORY

Gorove/Slade Associates was founded in 1979 by Fred Gorove and Lou Slade - two traffic engineers who left the Chicago-based multi-disciplinary engineering firm of Barton-Aschman Associates to form their own company and serve their own clients. Gorove and Slade focused their efforts on providing only transportation planning and traffic engineering services, and they quickly built a significant portfolio of business both in the DC metro area serving real estate developers, governments, and institutions and nationwide working with retail shopping center developers. In short time, the firm had multiple offices in the Eastern United States.

Economic conditions in the early 1990s forced the two to concentrate the firm's workforce in the Washington DC area. Strong regional growth led to the opening of Gorove/Slade's first Northern Virginia office in the early 2000's.

In 2007, Gorove and Slade sold their ownership in the company to Chris Tacinelli, Chad Baird, and Dan VanPelt – three engineers who had risen in the Gorove/Slade ranks from engineers to Principals. The three new owners added a fourth partner – Erwin Andres – in 2009. The firm's four Principals have maintained Gorove/Slade's reputation as the premier traffic engineering firm in the Washington DC area and the firm has enjoyed a national reputation for excellence in its field.

Gorove/Slade's headquarters has been in the District of Columbia since the firm's founding, and it now has two other offices in the DC metropolitan area – in Chantilly and Haymarket Virginia – from which it serves its clients.

## SERVICES OFFERED

Gorove/Slade provides a complete suite of transportation planning and traffic engineering services. Our comprehensive service offerings include:

### *Parking Planning and Design*

Gorove/Slade has completed many types of parking studies and design ranging from surface lot design for retail and office developments to functional parking garage layout and design to shared parking studies for complementary uses. We have extensive experience with municipalities and economic development organizations providing analyses of the adequacy of parking and access serving urban and suburban commercial districts.

Services include:

- Parking needs analysis
- Shared parking analysis
- Parking access system planning
- Parking garage circulation planning
- Parking field design
- Signing and marking plans

### *Traffic/Transportation Planning Studies*

Gorove/Slade conducts a wide variety of Traffic/Transportation Studies for its clients as part of their own planning or regulatory entitlement processes. Studies include most types outlined in the Transportation Planning Handbook published by the Institute of Transportation Engineers (ITE), to include:

- Traffic Access and Traffic Impact Studies
- Urban Area/Multi-modal Transportation Studies
- Corridor Studies
- Central Area and Major Activity Center Studies
- Traffic and Travel Volume Studies
- Capacity Studies
- Modal Studies: Parking, Transit, Pedestrian, Bicycle

### ***Site Access, Circulation and Multi-modal Planning***

Gorove/Slade provides site access and circulation planning services for all modes from project inception through implementation and operation. Pre-implementation tasks involve site assessments to determine the infrastructure requirements that are the basis for project costs and an assessment of the feasibility to implement the needed infrastructure. Site access, curb cuts, pedestrian connections, transit linkages and bicycle infrastructure is determined during the planning phases, and Gorove/Slade works with project owners and architects to determine the most viable options to coordinate with the off-site transportation network.

Planning services include:

- Driveway and access planning and design
- Pedestrian access and circulation
- Bus stop design and transit linkages
- Bicycle lanes, parking and accommodations
- Service and loading design and planning
- Traffic control system design
- Traffic regulatory sign design and marking plans
- Coordination with transportation agencies

### ***Traffic Signals and Traffic Control Plans***

Gorove/Slade has developed hundreds of traffic signal designs, working with the unique requirements of multiple agencies on behalf of private and public sector clients. Gorove/Slade designs and evaluates signal timings for isolated intersections, arterial coordination, preemption and other state-of-the-art technologies. Our projects involve traditional intersections, pre-emptive emergency station equipment, and equipment incorporated into structures such as parking facilities and bridges.

### ***Transportation Demand Management***

Transportation Demand Management (TDM) seeks to reduce the costs of congestion, pollution, delays, and the construction of infrastructure by providing commuters with alternatives to driving alone

thereby reducing traffic and parking demand. Gorove/Slade evaluates, develops, implements and monitors TDM programs on behalf of major employers such as federal agencies, college campuses, and large corporations. Gorove/Slade takes an asset management approach to evaluating how clients' resources can be invested most efficiently, and then measures the effectiveness of the programs, evaluates and adjusts them.

## **YEARS OF EXPERIENCE**

Gorove/Slade has provided clients with superior traffic engineering and transportation planning services in the Washington DC area continuously for over 34 years. Over that time, the firm has worked on projects spanning nearly every land-use and local jurisdiction.

## **SUBCONSULTANT**

Gorove/Slade has asked J2 Engineers, Inc. (J2E) to join this endeavor. J2E is a multi-disciplined professional engineering firm located in Chantilly, Virginia, and it is a Virginia Small Business (SWaM Certified #663546). Gorove/Slade and J2E work frequently together on projects.

J2E provides extensive experience and services in the following:

- Rezoning Applications
- Low-Impact Development (LID)
- Feasibility Studies
- Erosion & Sediment Control
- Site Analysis
- Utility Design and Coordination
- Land Planning
- Interchange and Intersection Design
- Subdivision Plans
- Urban and Rural Roadway Design
- Grading Plans

- Site Access Plans and Profiles
- Traffic Calming
- Site Engineering Plans
- Signage and Pavement Marking plans
- Public Improvement Plans
- Public Involvement
- Hydrology and Hydraulic Analysis
- Plats
- Flood Plain Analysis
- Value Engineering
- Storm Water Management
- Bond/Surety Estimates

Gorove/Slade expects J2E's involvement to be minor if called upon. We felt that the inclusion of a general civil engineering firm could be beneficial.

## SIMILAR WORK

Experience matters, and as it relates to the parking within the Town of Haymarket, Gorove/Slade delivers on three important dimensions:

- **An impressive portfolio of experience with parking studies and parking management applications**
- **A substantial body of work in Northern Virginia as it relates to parking issues**
- **Familiarity with the Haymarket area, with our office located within the town**

Similar projects in our portfolio include:

### *Crystal City – Vornado/Charles E. Smith*

We have performed numerous parking studies for Vornado/Charles E. Smith and their 8 million square feet of commercial property in the Crystal City area of Arlington County. We performed occupancy counts within their parking garages to determine when and how the parking spaces were being utilized in order to predict future parking demand, and what the required parking rate should be in providing structured parking in redevelopment projects when considering commuter habits and

patterns, the mix of land uses, parking management strategies, and local public transit. Parking garage layouts were revised to accommodate the redevelopment and to ensure the site was brought up to ADA standards. The results were used by Arlington County in Vornado/Charles E. Smith's redevelopment applications.

### *The Grande*

The Grande is a mixed-use development in the Mount Vernon District of Fairfax County. As part of the rezoning effort for the project, we prepared an analysis to support a parking rate reduction based on parking demand as calculated from census data, location of nearby transit facilities, and how many spaces will be shared due to the mixed use nature of the development.

### *Downtown BID Parking Inventory*

The Downtown Business Improvement District (BID) retained our services to perform a parking inventory of 27,000 parking spaces and prepare a comprehensive map and parking database that can be used by the public. As part of the project, a signing and wayfinding study was prepared to direct drivers to their parking destinations.

### *Fairfax Square*

We performed a parking study for Fairfax Square, located in Tysons Corner, which also involved a review of ADA parking facilities, a review of compliance with Fairfax County standards, and a redesign of the parking lot to meet ADA requirements.

### *National Zoo*

We performed a comprehensive study for the National Zoo that included pedestrian planning, existing and future traffic demand, multi-modal transportation access analysis, geometric improvements, and parking analysis and circulation review to several parking lots.

## 2

**STAFF  
QUALIFICATIONS**

- *Extremely capable Haymarket VA –based team*
- *Experience across all dimensions of Parking matters*
- *Terrific client relationship skills*

## **STAFFING PHILOSOPHY**

Gorove/Slade's staff is comprised of degreed engineers and planners supplemented by technical and business support staff.

Our team stays current with emerging industry trends and contributes to the broader transportation planning and engineering professions. Active participation in organizations including the National Association for Office and Industrial Properties (NAIOP), Society for College and University Planning (SCUP), the Institute of Transportation Engineers (ITE), the Urban Land Institute (ULI), and the American Planning Association (APA) ensures that we comprehend national best practices and apply them to our projects.

Project teams are assigned based on each individual's experience with the location and land-use as well as their availability. Every project is staffed at a minimum with a Principal-in-Charge, a Project Manager, and a Project Engineer. Other technical staff, including a Field Manager responsible for managing the traffic data collection program, is brought in as project needs dictate.

Working together in project teams allows Gorove/Slade to provide responsive, comprehensive, professional service tailored specifically to the demands of each project.

The Town of Haymarket – working through our Principal-in-Charge and Project Manager – will have full access to the entire Gorove/Slade team if the specific needs of this project require. All of our staff work in one of our three regional offices and can be available at any time to assist.

## **KEY PERSONNEL**

For this project, we have selected the following staff members to serve as the core engineering team:

### **CHAD A. BAIRD**

#### **PRINCIPAL-IN-CHARGE**

Chad heads the firm's Prince William County (VA) office, located in Haymarket, Virginia, and has developed specific expertise in both planning- and design-related work. His work spans all land-use types, and he has proven ability to work with both public and private sector clients.

### **CHERYL L. SHARP, P.E.**

#### **PROJECT MANAGER**

Cheryl, like Chad, works in the Prince William County office and is a skilled traffic engineer and designer. Her strengths include traffic impact analysis and site access and circulation reviews, and she has expert client-relationship skills.

### **TRICIA M. LABUD**

#### **PROJECT ENGINEER**

Tricia is one of Gorove/Slade's sharpest engineers and possesses exceptional analysis and report-writing capabilities.

### **JAMES C. BISCHOFF, P.E.**

#### **J2 ENGINEERING, INC.**

Mr. Bishoff has over 28 years of experience in designing and managing civil, transportation and utility relocation projects. His transportation design experience ranges from widening of rural secondary roadways to controlled access freeways, and interchange design, involving concept and alignment studies to right of way and construction plans. Project types include Enhancement projects, multi-model designs, utility coordination and design, traffic calming and site plans.

Resumes for Chad, Cheryl, and Jim follow.

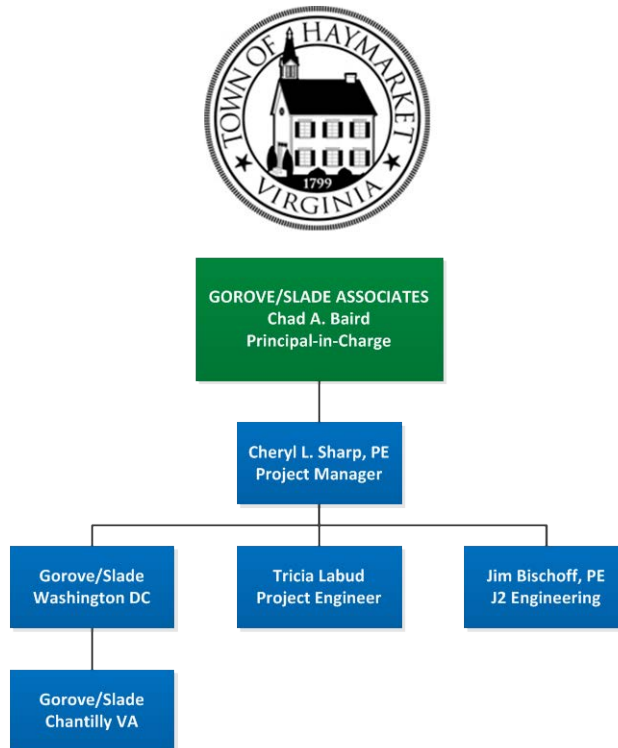
### CLIENT SERVICE APPROACH

Our project teams deliver exceptional client service that matches the high quality of our technical work. In providing good customer service, we are committed to the following objectives:

- **To be responsive in our communication with our clients.** Our goal is to respond within the same business day to client requests. Principals and Project Managers are always available via mobile phones for quick responses whenever needs require.
- **To anticipate issues that may arise throughout the process, and clearly communicate these issues to clients for resolution.** Typically, identifying challenges earlier can help clients resolve them quickly; the client can save more time and money than if the issue were to arise later in the process.

- **To provide staff depth that allows for continuity throughout a project.** The firm maintains a six month project workload forecast to ensure that Principals and Project Managers will remain on the same projects until completion, and:
- **To maintain a high level of flexibility to adjust to project scope and timelines.** Because we are small, we are efficiently nimble to respond to client requests for adjustments to the schedule or scope.

To achieve this, we maintain a simple organization structure with clear lines of communication.



Attachment: Gorove-Slade Final Proposal (1811 : Parking Ordinance and Needs Assessment Proposals)



## Chad A. Baird

Principal

Mr. Baird joined Gorove/Slade in 1997, and possesses a strong foundation in a large variety of traffic engineering disciplines. His experience includes the preparation of traffic operation plans, traffic forecasting and modeling, traffic impact studies, capacity analysis, traffic signal design, traffic signal systems coordination, loading area analysis, vehicular maneuverability analysis, queuing analysis, and pedestrian management plans. He specializes in the design and analysis of traffic signal systems using simulation software to enhance the flow of traffic through complex roadway networks.

### Education

Bachelor of Science, Civil Engineering  
Roger Williams University

### Professional Associations

Institute of Transportation Engineers (ITE)

### Project Experience:

#### Traffic and Parking Studies

Mr. Baird has completed numerous traffic impact and parking studies for projects such as: Harbor Station, Arcola, Crosstrail, Arena Stage, Washington Convention Center, Field School, Georgetown University, St. Elizabeth's, Burke School, 101 Constitution, Washington Capitals/Arlington Ice Skating Facility, Ballston Centre, Clarendon Phase II & 2900 Wilson Boulevard, Broadlands & Broadlands South, Towers Crescent, Jaguar Homes, New Vista School, Waterside Mall, and 4500 Wisconsin Avenue.

#### Traffic Signal Design

Mr. Baird has created traffic signal design plans for numerous intersections throughout Virginia, Maryland, and the Washington, DC area. He has managed the development and modification of traffic signal plans for existing and proposed traffic signals. Plans include the traffic signal support system, location of signal heads, lane geometry, phasing diagram, crosswalks, handicap ramps, sidewalks, mounted traffic control signs, right-of-way limits/property lines, utilities, and roadway geometrics. Designs also include pavement markings design and signing plan.

#### Urban Planning

Mr. Baird has managed a number of projects within the urban core of the Washington DC area including transportation management and traffic operations planning for the Verizon Center, the Washington Convention Center, the Waterside Mall, and the Newseum as well as the Pulte Homes development located along Route 1 in the Potomac Yard area of Alexandria.



## Cheryl L. Sharp, P.E.

Project Manager

Ms. Sharp has developed considerable transportation engineering and planning experience in both the public and private sectors. Her technical experience ranges from broad Comprehensive Plan studies, to detailed rezoning applications, and designs that accompany site plans. Ms. Sharp has performed traffic impact studies, parking studies, garage and circulation planning, queuing analyses, corridor studies and traffic simulation, traffic signal design, roadway signing and striping planning, loading dock and site access planning, vehicular maneuverability analyses, weaving analyses, maintenance of traffic (MOT) plan design, and Transportation Demand Management (TDM) planning and analysis. Projects Ms. Sharp has been involved with include residential developments, small and large commercial facilities, mixed-use developments, Universities, schools, museums, and transit-oriented developments.

### Education

Bachelor of Science, Civil Engineering  
Purdue University

### Registrations

Professional Engineer – Virginia

### Professional Associations

Institute of Transportation Engineers (ITE)

### Project Experience:

#### Traffic Impact and Parking Studies

Ms. Sharp has extensive engineering and managerial experience in the preparation of traffic impact and parking studies. Tasks included in a typical traffic impact study are collecting baseline data, projecting traffic volumes to a future horizon year, analyzing operational traffic level of a road network before and after a development is considered, and identifying required mitigation measures in order to meet a jurisdiction's minimum criteria. Parking studies compare supply and demand and provide recommendations with regard to optimal provision and operation of a parking facility. Sample projects include: Potomac Shores (formerly Harbor Station), Prince William County, VA; National Museum of the US Army, Fort Belvoir, VA; Halstead III, Merrifield, VA; Heritage Hunt, Gainesville, VA; Springfield Mall Redevelopment, Springfield, VA; 400 N. Washington, Falls Church, VA; Westlawn Shopping Center, Falls Church, VA; Belmont Bay Town Center, Woodbridge, VA; Fairfax Circle Redevelopment, Fairfax, VA; Fort Belvoir Business Park, Springfield, VA; Patriot Ridge, Springfield, VA; Quaker Steak, Manassas, VA; Crystal City Redevelopment, Arlington County, VA; Mintbrook, Fauquier County, VA; 100 S. Pickett St, Alexandria, VA; Warrenton Greene, Warrenton, VA; Walmart in Powhatan, Stafford, Prince William Counties and Town of Warrenton, VA; Walker Station Development, Manassas Park, VA; 220 20th Street, Arlington, VA; Broadlands & Broadlands South, Loudoun County, VA; Braddock Gateway, Alexandria, VA; Lewinsville Center, McLean, VA; The Monarch Development, Alexandria, VA; North Tract Lofts, Arlington, VA; Wild Meadow II, Ashburn, VA.





**James C. Bishoff, P.E.**  
Senior Project Manager

#### EXPERIENCE:

Mr. Bishoff has over 28 years of experience in designing and managing civil, transportation and utility relocation projects for VDOT, Loudoun County and other agencies along the East Coast. His transportation design experience ranges from widening of rural secondary roadways to controlled access freeways, and interchange design, involving concept and alignment studies to right of way and construction plans. Project types include Enhancement projects, multi-modal designs, utility coordination and design, traffic calming and site plans.

*Mr. Bishoff served as an Assistant District Location and Design Engineer for VDOT's, NOVA District Office* where he managed projects which required him to meet federal statutory and regulatory requirements. These projects ranged from the streetscape projects to the Dulles Rail Co-location studies at Route 7 and Route 123. This study included the aerial and tunneling alignment of the SilverLine. The study was recognized by AASHTO.

#### TASK ASSIGNMENT:

Project Manager

#### EDUCATION:

BSCE/Civil Engineering/West Virginia Institute of Technology/1986

#### PROFESSIONAL REGISTRATION:

Professional Engineer/Virginia #031721

#### AFFILIATIONS:

ASCE, ESI

#### PROJECT EXPERIENCE:

**Middleburg On-call Services, Middleburg Virginia.** Project Manager – for the towns task order contracts. The projects vary from reviewing consultant plans to sidewalk replacement and intersection improvements. Most the projects are federally funded and have VDOT oversight. As manager, Jim coordinates with the Town, County, VDOT and the six sub-consultants on J2E team.

**Haymarket Masterplan, Haymarket, Virginia.** Project Manager for the development and preliminary engineering evaluation for the existing Town Hall site. The task included site evaluation, site access and circulation, parking configuration, development of Low Impact Development measures, site landscaping, utilities and building façade.

**Clifton Park – Town of Clifton, Virginia.** Project Manager responsible for developing construction plans for the approved town park located on the north end of town. The project consisted of a site entrance, parking facility for 21 spaces and a trail connecting to existing pedestrian facilities. The design incorporated LID (Low Impact Design) measures to treat runoff from the parking area. The design addressed Town and County criteria and was approved 12 months after receipt of a signed contract. Jim assisted in the town in preparing a grant application which the Town was successful in receiving additional funding for the park.

**Clifton Streetscape Master Plan – Town of Clifton, Virginia.** Project Manager responsible for the civil engineering component to the Clifton Master plan. Jim is working with the prime consultant LPDA to investigate on-street parking, utility relocations, development of cross walks, and incorporation of Low Impact Design measures to treat runoff.

**Route 1 – Widening - City of Alexandria, Virginia.** Project Manager responsible for developing construction plans for 3,200 LF of widening of Route 1. This project includes Virginia's first BRT lanes, widening Route 1 and pedestrian facilities along the development and coordinating pedestrian facilities and landscaping within the medians for the BRT facilities and walkways.

**Montross Revitalization Plan - Montross, Virginia.** Project Manager responsible for producing a site inventory of existing utilities; providing and assessment of the existing infrastructure location and capacities; providing the Town staff with a written report summarizing existing utilities in Montross, identifying potential issues and solutions. J2 was also responsible for preparing documentation outlining engineering advice/recommendations for any roadway work per VDOT standards.

**VDOT Open End Engineering Service Contract, Statewide.** Project Manager for an on-call VDOT two-year (statewide) contract for right of way and construction plans. Projects included park and ride facilities, Prince William County; Interchange modifications on I-64, Covington, Virginia; intersection improvements plans for Wellington Road and Rixlew Lane in City of Manassas; the VDOT park and ride facility on Portsmouth Road in Manassas; drainage improvements to Cedar Lane in Portsmouth, Virginia.

**VDOT Two-Year Open End Utility Relocations Contract, Northern Virginia/Fredericksburg/Culpeper Districts.** Project Manager for three consecutive two-year contracts with VDOT NOVA, Fredericksburg and Culpeper Districts to provide utility relocations and adjustment plans. Utilities include gas, water, sanitary (gravity and force), telephone and electric. Assignments as Project Manager included, design, contract negotiations, scheduling, manpower assignments, roadway plan revisions, Monthly progress reports with vouchers, specifications, and coordination with sub consultants and utility owners. Contract \$1M per two year.

**3**

***PROJECT  
UNDERSTANDING***

## **PROJECT UNDERSTANDING**

We understand that the scope of this project is to provide transportation engineering and planning services for the assessment, review and revision of the Town of Haymarket's parking ordinance. We recognize that the Town's goal is to strike a balance between the provision of adequate parking for existing and future development and the goal of being a walkable community. We understand that the execution of this project involves the following:

- 1) An existing conditions assessment to determine existing public and private parking inventory and demand;
- 2) A review of the Town's current parking ordinance and comparison to the existing conditions assessment;
- 3) A determination of where current parking shortfalls and excesses are occurring;
- 3) A comparison of the Town's parking standards to those of other similar local jurisdictions;
- 4) The identification of conflicts between the parking goals outlined in the Comprehensive Plan and the parking requirements within the Zoning Ordinance;
- 5) A projection of future parking needs based on the land uses as described in the Comprehensive Plan;
- 6) A list of recommended adjustments to the Zoning Ordinance based on new trends in parking management, practices within other local jurisdictions, signage, and ADA requirements;
- 7) The identification, if needed, of potential locations for additional municipal parking along with possible funding sources.

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*SCOPE OF SERVICES*

## **SCOPE OF SERVICES**

Based on our project understanding, we have developed this scope of work for the Town of Haymarket Parking Ordinance and Needs Assessment project.

### ***Task 1 – Project Initiation***

We will begin the project by meeting with Town staff to discuss and confirm the scope of the project, the methodology and process moving forward, and review any specific issues or requests that are of concern to Staff that should be reviewed and included in the study. The scope, methodology/process, and specific issues and requests will be summarized in a scoping letter.

### ***Task 2 – Existing Conditions Assessment***

- Inventory

We will conduct a parking inventory for the Town using aerial imagery, and then field-confirm the inventory of spaces. The field visit will confirm the number of accessible parking spaces.

- Data Collection (If desired by Town)

For a complete analysis of how parking currently operates within the Town, we recommend that data collection be performed to determine existing parking occupancy. Two methods of data collection are noted below; either or both methods could be employed for the subject study:

- Parking Occupancy Count

The parking availability count will be collected at commercial developments within the Town during one afternoon peak period (11am to 2pm) on a typical weekday (Tuesday, Wednesday, or Thursday) as well as a Saturday peak period (11am to 2pm). In addition, a residential count will be collected on a typical weekday from 8pm to 11pm, and a late evening inventory will be conducted on a Sunday from 9pm to 12am to capture the overnight parking rate.

- Public Perception Survey

A survey or interviews can be conducted to determine a sampling of residents' and business owners' perceptions on the adequacy of parking within the Town. The survey would be beneficial in conjunction with the occupancy count in determining if parking rates in the Zoning Ordinance should be modified. Alternatives

- Parking Analysis

We will use a combination of Town and County resources to determine the existing land uses and subsequent parking requirements within the Town. These requirements will be used in conjunction with the parking inventory to determine if and where there may be existing parking excess and shortfalls within the Town, based on the Zoning Ordinance and ADA requirements.

### ***Task 3 – Town of Haymarket Parking Ordinance Assessment***

- Current Parking Ordinance Review

We will review the Town's current parking requirements that are presented in the Zoning Ordinance. We will also review the current Town Comprehensive Plan, and will identify any conflicts between the two documents.

- Assessment of Parking Requirements

We will review and compare the Town's parking standards to the parking requirements being used in other local jurisdictions in Northern Virginia. We will use industry standards from nationally accepted resources published by the Institute of Transportation Engineers (ITE) and Urban Land Institute (ULI) to help determine the adequacy and appropriateness of the Town's parking requirements. Other resources will include using data from the American Community Survey by the U.S. Census Bureau.

- Identify Potential Changes & Parking Strategies

Based on our assessment of existing conditions, review of the current Zoning Ordinance, and assessment of the parking requirements, we will identify any potential changes to the Zoning Ordinance. Also, we will present current trends in Parking Management to best utilize existing parking facilities.

#### **Task 4 – Future Conditions Assessment**

- Future Parking Assessment

We will prepare an assessment of future parking needs per the development levels identified in the current Comprehensive Plan. This assessment will project future parking demands, and identify parking shortfalls: 1) based on the current Zoning ordinance, and 2) based on the study's recommended changes to the Zoning Ordinance.

Using the existing and future conditions assessments, we will identify whether there are any specific areas of parking excess or shortfalls within the Town. This will identify where particular attention should be given to rectify any shortfalls, and where opportunities might exist for parking management strategies such as shared parking.

#### **Task 5 – Recommendations**

We will consider all aspects of the study outlined above, and anticipate providing recommendations on the following:

- Potential Public Parking Locations and Funding Sources

Using the Existing and Future conditions assessment and the Town's Comprehensive Plan, we will identify where potential locations of future parking would most benefit the public. We will identify potential funding sources for public parking.

- Recommended Changes to Zoning Ordinance and/or Comprehensive Plan

We will provide recommended changes to the parking policy in the Town's Zoning Ordinance based on the findings of the existing and future parking assessments.

#### **Task 6 – Response to Comments**

We will provide the parking study to staff in Draft form, Draft Final form, and Final form (one study in each form noted). We will update the study as necessary based on comments provided by staff. Should we be asked to

substantially modify the parking study after we have submitted the Draft Final report, these changes may require us to revisit the fee.

### ***Task 7 – Meetings***

We will be available for meetings, work sessions, and/or public hearings with the Town at the Town's request. For the purposes of estimating a budget, we have assumed (3) meetings in addition to the project initiation meeting described previously in Task 1: 1) presentation of findings to Town staff, 2) one community meeting, and 3) one public hearing.

Additional meetings may be necessary and additional public hearings may be required. We will only attend additional meetings after receiving your verbal authorization and propose that any additional meetings or hearings be undertaken on a per diem basis billed at our current hourly rates.

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*COMPENSATION*



## FEE SUMMARY

Below is a fee proposal based on the anticipated scope of work. We have provided two scenarios:

- **Option 1** includes an extensive data collection effort, so that analysis and recommendations are based on actual parking activity that is happening within the Town of Haymarket, in addition to inventory and current trends in parking management.
- **Option 2** bases analysis and recommendations on inventory and current trends in parking management.

This fee proposal assumes one draft, one draft final, and one final report of the parking study will be required. Should we be asked to substantially modify the parking study once we have submitted the draft final report, we would be required to revisit the fee.

We understand that the Town Council may have funded this project with a budget of \$15,000 – which is quite a bit lower than our Option 2 fee proposal of \$29,000. We would certainly appreciate the opportunity to talk with you about the project's scope and modify our fee should our understanding not match yours.

Our fee proposal is based on our estimate of the time it would take to complete each task and the hourly billing rates for our key personnel, which are as follows:

Chad Baird - \$240.00

Cheryl Sharp - \$170.00

Tricia Labud - \$95.00

Adam Smith (field data collection manager) - \$105.00

For other Gorove/Slade staff and sub-consultants, billing rate ranges are as follows:

Principal	\$200-\$275
Project Manager	\$120-\$200
Transportation Engineer	\$85-\$150
Transportation Planner	\$85-\$150
Technician	\$85-\$130
Field Crew/Traffic Counter	\$35-\$60
Clerical and Administration	\$45-\$60

	Option 1	Option 2	
<b>Task 1 – Conceptual Design Support &amp; Evaluation</b>			Not to Exceed Time Materials
<i>Project Start-up, Scoping Document, Scoping Meeting</i>	\$ 2,000	\$ 2,000	
<b>Subtotal</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	
<b>Task 2 - Existing Conditions Assessment</b>			Not to Exceed Time Materials
<i>Inventory, Background Information Collection</i>	\$ 2,000	\$ 2,000	
<i>Data Collection: Parking Occupancy Count</i>	\$ 15,000	\$ -	
<i>Data Collection: Public Perception Survey/Interviews</i>	\$ 7,000	\$ -	
<i>Parking Analysis</i>	\$ 7,000	\$ 3,000	
<b>Subtotal</b>	<b>\$ 31,000</b>	<b>\$ 5,000</b>	
<b>Task 3 - Town Parking Ordinance</b>			Not to Exceed Time Materials
<i>Review Current Ordinance &amp; Comprehensive Plan</i>	\$ 1,000	\$ 1,000	
<i>Research and Review Other Jurisdictions' Parking Ordinances</i>	\$ 1,500	\$ 1,500	
<i>Identify Potential Changes</i>	\$ 1,500	\$ 1,500	
<b>Subtotal</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	
<b>Task 4 - Future Conditions Assessment</b>			Not to Exceed Time Materials
<i>Analyze Future Parking Needs</i>	\$ 8,000	\$ 4,000	
<i>Identify Critical Locations of Parking Shortfall</i>	\$ 2,000	\$ 2,000	
<b>Subtotal</b>	<b>\$ 10,000</b>	<b>\$ 6,000</b>	
<b>Task 5 - Recommendations</b>			Not to Exceed Time Materials
<i>Improvements to Existing Parking Supply</i>	\$ 2,000	\$ 2,000	
<i>Strategies for Meeting Future Parking Demand</i>	\$ 2,000	\$ 2,000	
<i>Potential Public Lot Locations &amp; Funding</i>	\$ 2,000	\$ 2,000	
<i>Recommend Language Changes to Zoning Ordinance</i>	\$ 2,000	\$ 2,000	
<b>Subtotal</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	
<b>Task 6 - Response to Comments</b>			Not to Exceed Time Materials
<i>Updates to the Study, Submit Draft-Final Study</i>	\$ 2,000	\$ 2,000	
<i>Updates to the Study, Submit Final Study</i>	\$ 1,000	\$ 1,000	
<b>Subtotal</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	
<b>Task 7 - Meetings</b>			Not to Exceed Time Materials
<i>Meetings, Work Sessions, Public Hearings (3 maximum)</i>	\$ 2,500	\$ 2,500	
<b>Subtotal</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	
<i>Fee for Additional Meetings upon Client Request</i>	<i>Hourly Rate</i>	<i>Hourly Rate</i>	<i>Time &amp; Materials</i>
<b>Reimbursable Expenses</b>	<b>\$ 3,500</b>	<b>\$ 500</b>	
<b>Total Estimated Fee</b>	<b>\$ 62,000</b>	<b>\$ 29,000</b>	

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*SCHEDULE*

## **ANTICIPATED SCHEDULE**

Below is an anticipated schedule based on the anticipated scope of tasks as previously outlined.

Task 1 – Project Initiation (1 Week)

Task 2 – Existing Conditions Assessment (6-8 Weeks)

Task 3 – Town of Haymarket Parking Ordinance Assessment (2-4 Weeks)

Task 4 – Future Conditions Assessment (1-3 Weeks)

Task 5 – Recommendations (1-2 Weeks)

Task 6 – Response to Comments (1-2 Weeks)

Task 7 – Meetings (As Needed)

The total project task time needed to complete each task noted above is between 12 and 20 weeks or 3 to 5 months. The task time noted above does not anticipate town review time nor does it anticipate potential overlap within each task. Therefore, based on our estimation, the project is anticipated to be complete (including overlap and town review/interaction) approximately 6 to 9 months from Notice To Proceed.



TO: Town of Haymarket Planning Commission  
SUBJECT: Capital Improvement Project  
DATE: 04/14/14

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The Town Manager has put together a Narrative and Spreadsheet of upcoming projects for the Planning Commission to recommend and forward onto Town Council for approval.

**ATTACHMENTS:**

- CIP Package 2014 (PDF)



# Capital Improvements Plan

## Fiscal Years 2014-2019

*Draft April 14, 2013*

Attachment: CIP Package 2014 (1810 : Capital Improvement Project)

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- II. Washington Street Beautification
- III. Streets, Sidewalks, and Parking
- IV. Town Center Property
- V. Harrover Property
- VI. Town Administration
- VII. Town Signage

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*2014-15 CIP Budget* Page 10

Attachment: CIP Package 2014 (1810 : Capital Improvement Project)

## INTRODUCTION

The initial Capital Improvements Plan (CIP) for Haymarket was adopted in the early 1980s.

Haymarket initiated the CIP in the early 1980s by including projects into the annual fiscal budget and conducting periodic reviews and recommendations by the Planning Commission, which are accepted and approved by the Town Council.

The Town has been successful in completing many projects over the years and has done well in meeting impending needs while still working towards completion of more long range projects.

Haymarket's 2010 Census showed that the Town's population had significantly increased from 879 individuals in 2000 to 1,782 within ten years later. It was anticipated that the Town would grow between the 2000 and 2010 Census, but it makes the importance of the Capital Improvement Plan even more apparent.

The Town strives to keep the Capital Improvements Plan up to date and current by an annual review and update by the Town's Planning Commission and Town Council. The Town is committed to continually make recommendations for new projects and to making every effort to provide funding for crucial future projects for the betterment and sustainability of the Town.

## THE CAPITAL IMPROVEMENT PLAN

The Capital Improvement Plan, or CIP, is an optional component of the Comprehensive Plan. A CIP is a management tool that deals with the construction, purchase or acquisition of major public facilities such as public buildings or improvements, land, parks, streets and sidewalks, technology advancements and major equipment. These items, due to their high cost and long-life expectancy, are not easily included in the annual operating budget.

A CIP covers a five-year period and is updated annually. The CIP process involves identifying projects needed over the ensuing five years and ranking them by priority. The projects are tentatively scheduled during this five-year period and a program for financing them is established. The first year of the adopted CIP becomes the basis for the capital budget; the remaining four years is the longer-term capital program. Annually, another year of projects is added and integrated into the CIP so that it always covers a five-year span.

Adoption of a Capital Improvement Plan can benefit the Town of Haymarket in important ways such as:

- Anticipating future capital facility needs;
- Correlating projects to meet community goals, financial capabilities and anticipated growth;
- Eliminating duplication and poorly planned expenditures;
- Encouraging cooperation with other governmental units;
- Establishing work schedules and cost estimates, thereby aiding local officials in projecting future expenditures;



- Providing an opportunity for early selection and acquisition of needed land before it increases in value or is lost to other uses;
- Helping the town get ready to apply for state and federal assistance;
- Enabling developers and public utility companies to plan improvements in anticipation of future capital facilities; and
- Getting town residents interested and involved in capital planning.

**The Town of Haymarket defines a capital improvement as any addition, restoration or alteration to real property that meets all three of the following conditions:**

- **It substantially adds to the value of the real property, or appreciably prolongs the useful life of the real property.**
- **It becomes part of the real property or is permanently affixed to the real property so that removal would cause material damage to the property or article itself.**
- **It is intended to become a permanent installation.**

**Capital Improvements costs do not include personnel, operations and management (O&M), items included in general budgeting, debt service or other overhead costs.**

**SUMMARY OF PROPOSED PROJECTS for 2013-2014**

The Town is planning on starting and/or completing the following projects within 2014-2015 fiscal year. The following projects are not within in particular priority or order. Some proposed projects have been carried from previous years within the CIP and is indicated by the year it was proposed and acknowledged by stating that the project has been “carried” from year to year until funding became available or the priority is needed. Not all of the following projects will necessarily be completed, but is included as they are being initiated this fiscal year.

<b>Category</b>	<b>Project Description</b>	<b>Estimated Cost</b>	<b>Year Proposed</b>
General Government	Painting of Light Posts	\$7,000	2013-2014 (Carried)
General Government	Benches, Pads, Trashcans & Bike Racks	\$5,000	2013-2014 (Carried)
General Government	Crosswalk Repair	\$18,000	2014-2015
General Government	Shared Use Path	\$250,000*	2013-2014 (Carried)
General Government	Municipal Parking Plan & Implementation	\$15,000	2014-2015
General Government	Master Plan Engineering	\$100,000	2014-2015
General Government	Master Plan Construction	\$50,000	2014-2015
General Government	Master Plan (Harrover)	\$15,000	2014-2015
General Government	Audio Enhancements (Council Chambers)	\$21,000	2014-2015
Police Department	Security Surveillance System	\$10,000	2013-2014 (Carried)
Museum	Caboose Renovations	\$42,000**	2013-2014 (Carried)

**Total Estimated Cost for 2014-2015: \$533,000**

**NOTES:**

**\*Federally funded through the Connolly funds.**

**\*\*Funded through a VDOT Enhancement Grant**

The following narrative of CIP projects is not based on priorities of the projects, which are categorized in the CIP spread sheet on page.

Attachment: CIP Package 2014 (1810 : Capital Improvement Project)

## GENERAL GOVERNMENT

### **I. Streetscape:**

This Streetscape Project was started in the late 90's that constructed brick sidewalks to both sides of Washington Street. Construction also included crosswalks, decorative street lights, street trees, landscaping and dedicated bicycle lanes on Washington Street. Phase 1b would be the conclusion of the Town portion of the Streetscape project and would include the design, engineering and construction across the Harrover property to Bleight Drive.

### **II. Washington Street Beautification:**

The Washington Street Beautification initiative is a continuation of the Streetscape project. By creating funding for additional aesthetic treatments to Washington Street these improvements help to add to the creation of a community by adding amenities such as benches, trashcans and bike racks. This contributes to the overall goal of creating a walkable community. Furthermore, funds within this category are also budgeted to make crosswalk repairs and replacement where necessary.

### **III. Streets, Sidewalks, Parking:**

The Town is currently working on addressing changes to the Parking Ordinance and the implementation of future parking needs. These findings may lead to the need of additional municipal parking or identifying additional parking possibilities within the Town through public/private partnerships or other like approaches.

In an effort to increase the use of multi-modal transportation the Town has secured ear marked funding through a federal grant source for pedestrian improvements along Jefferson Street in coordination with the Old Carolina bridge replacement project. These improvements will provide a shared use path from the reconstructed Old Carolina Bridge to the Washington Street intersection.

The Town will also look to improve the aesthetic treatment of the Town's streets by exploring a street striping project that would create a street striping plan for the majority of the streets. A street striping plan would create traffic calming affect by creating "edge" lines, and on some

streets create a defined center line. Aesthetically, having a striping plan on the Town's streets leads to the having a more defined and finished look.

#### **IV. Town Center Property:**

In 2010 the Town Council decided that it was going to make the property at 15000 Washington Street the Town Center and Administrative Offices. As a Town progressing to move forward with initiatives against blight of aging structures the Town sees that it is important for the integrity of the Town as well as the economic well being of the center of the Town for the Town to invest in the community by renovating the Town Center property. This process began with a Conceptual Master Plan that was completed in May of 2013. This conceptual plan is now being slated to be engineered and eventually constructed to address the storm water drainage issues on the site, the aesthetic features to the buildings, and to create a community focal point with a Town "green" application. As these improvements are made the Town will need to invest into installing a security surveillance system.

#### **V. Harrover Property:**

Similar to the initiative at the Town Center property, the Town will look to create a Master Plan for the identified public use property. The Town currently does not possess a distinctive recreational area within the Town. The Harrover property has often been identified as a potential location for a municipal park or active recreation destination. The Town will look to fund a study that identifies the potential and best use for the property while at the same time creating a Master Plan to achieve the goals of the identified uses. Much like the Town Center property project, the Town will look to fund engineering and construction in subsequent years as funding allows.

#### **VI. Town Administration:**

One of the many areas that the Town prides itself on is the ability to keep up with modern technologies with regard to informing the public about the Town and offering the residents and public in general the ability to access their local government. In continuing these efforts it has been determined that we need to make significant upgrades to our audio and visual equipment within the Council Chambers. As technologies continue to advance, it is the desire of the Town to become less dependent upon paper and will explore going to handheld devices for meetings.

As technology of the facility improves, the need for additional security and reorientation of the administrative offices will also need to be addressed. The Town will install a security surveillance system to better secure the Town Administrative offices. The administrative offices will also look at doing some interior renovation to address the lack of a true conference room as well as creating better use of the interior office space.

## **VII. Town Signage:**

One of the more important characteristics within any community is its gateways. Gateway signage is the first impression any community has upon visitors. Understanding this, the Town will be creating gateway signage that is symbolic of the Town's values while at the same honoring the Town's history. Town is also working with the Journey Through Hallowed Ground through the ARB to also compliment their endeavors as the Town is part of the Journey. Furthermore, the Town will also work with the Department of Historic Resources and the Department of Conservation and Recreation to place within the Town a National Historic Marker and to construct signage along Interstate 66 acknowledging our Historic District and museum.

## **POLICE DEPARTMENT**

The Police Department within a Town provides its own unique needs and set of capital improvements. The nature of the Town's Police Department provides a wide range of services and therefore requires additional equipment for the delivery of their services.

The Town is planning on installing additional security surveillance equipment at the Police Department in the upcoming fiscal year. In the years to come, the Town will look to equip the Police Department with scene/event lights that aid the Police Department when working special events for the Town or more importantly when the Police run DUI Checkpoints or other traffic stops at night time. With the need to provide scene/event lights also comes the need to move this equipment and the equipment required for a road closure. Through this CIP, the Town plans on purchasing an enclosed trailer. Finally, in addition the Town will explore the possibilities of purchasing a variable message board. In 2013, the Police Department was successful in obtaining a grant that will cover the costs of purchasing one variable message board, through this CIP the Town will look to provide additional message boards.

## MUSEUM

The Town's museum is one of the oldest buildings in the Town. The museum is open from the spring through the fall and only closed during the winter, although does open by appointment. In the years to come and through the CIP the Town will need to replace the standing seam metal roof. Also as a matter of maintaining the building as a destination location and stop from out of town visitors, the Town will look into making landscaping improvements around the facility. In the upcoming fiscal year the Town will utilize a VDOT Enhancement Grant to construct a deck structure that will go from the rear museum exit to the Caboose and will feature two interpretive signs about the history of rail and transportation within the Town.

Projects	Town Contributions					Notes	Total Project Costs
	Current Year	Future Years					
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019		
<b>GENERAL GOVERNMENT</b>							
<b>Streetscape</b>							
Phase 1b		\$100,000	\$800,000			A	\$900,000
<b>Washington Street Beautification</b>							
Painting of Light Posts	\$7,000						\$7,000
Benches, Pads, Trashcans, Bike Racks	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000		\$25,000
Crosswalk repair	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000		\$90,000
<b>Streets, Sidewalks, Parking</b>							
Shared Use Path	\$250,000	\$250,000				B	\$500,000
Municipal Parking Plan and Implementation	\$15,000						\$15,000
Street Striping (Traffic Calming)		\$7,500		\$7,500			\$15,000
<b>Town Center Property</b>							
Master Plan engineering	\$100,000						\$100,000
Master Plan construction	\$50,000	\$250,000	\$250,000	\$200,000			\$750,000
Security Surveillance System				\$25,000			\$25,000
<b>Harrover Property</b>							
Master Plan	\$15,000						\$15,000
Master Plan engineering		\$100,000					\$100,000
Master Plan construction			\$100,000	\$100,000			\$200,000
<b>Town Administration</b>							
Audio Enhancements	\$21,000						\$21,000
Visual Enhancements		\$25,000					\$25,000
Technology Upgrades			\$6,000				\$6,000
Security Surveillance System		\$10,000					\$10,000
Administrative Office Improvements		\$30,000					\$30,000
<b>Town Signage</b>							
4 Gate Way Signs		\$25,000	\$25,000				\$50,000
National Historic Registry Marker				\$5,000			\$5,000
Historic Highway Markers				\$5,000			\$5,000
<b>POLICE DEPARTMENT</b>							
Security Surveillance System	\$10,000						\$10,000
Scene/Event Lights		\$6,000					\$6,000
6x12 enclosed Trailer		\$5,000					\$5,000
Variable Message Boards			\$15,000		\$15,000		\$30,000
<b>MUSEUM</b>							
Metal Roof		\$12,000					\$12,000
Landscaping Improvements		\$5,000					\$5,000
Caboose Renovations	\$42,000						\$42,000
<b>Totals</b>	\$533,000	\$848,500	\$1,219,000	\$365,500	\$38,000		\$3,004,000

NOTES:

- A. To be funded with VDOT Enhancement Funds
- B. Federally funded through the Connolly funds

GENERAL NOTE:

Whenever possible the Town will seek appropriate grant funding opportunities for projects identified within this Capital Improvements Plan.

COLOR CODES:

- Black - Existing Figures
- Red - Proposed Capital Improvement Projects
- Green- Sub-Categories within funding Categories
- Blue - Carried over from previous CIP's



TO: Town of Haymarket Planning Commission  
SUBJECT: Comprehensive Plan  
DATE: 04/14/14

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The Town Planner will update.





TO: Town of Haymarket Planning Commission  
SUBJECT: John Marshall Commons  
DATE: 04/14/14

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The Town Planner will update on this 1 Mile Notice.