

# *Get On Board!*

## **Parksley Downtown Revitalization Project Management Committee Meeting**

January 3, 2019  
5:30 – 7:30 p.m.  
Town Office, Parksley



### **MEETING AGENDA**

1. Call to Order
2. Minutes of the December 6, 2018 Meeting
3. Staff Update
  - Project Management Committee Update
  - Call for Letters of Support
  - CIG Application Next Steps
  - Committee Attendance Record
4. Economic Restructuring Plan
  - Updates on ERP Project Progress – *Participants will provide updates on projects listed in the ERP*
5. Physical Improvement Plan
  - Downtown Revitalization Projects: Continued Development
  - Blight Identification and Removal or Remediation Plan Report
  - Façade Improvement Program Guidelines Report
6. Discuss schedule, next steps, and responsibilities for project
7. Adjourn

#### *Community Vision Statement:*

*Parksley is a historic railroad town centrally located to water-access and regional attractions on Virginia's Eastern Shore. The walkable town square offers unique shops, restaurants, museums, memorials, and a year-round Farmers Market. Victorian homes dot the town's tree-lined streets. A state-of-the-art library and cultural center provide modern conveniences and genealogy research activities. Parksley's historic charm and Southern hospitality make it a great place to live, work, and play.*

# Parksley Downtown Revitalization: Get On Board!

Parksley Downtown Revitalization Project Management Team Meeting Minutes  
December 6, 2018  
Town Office, Parksley, VA

## **Management Team Members Present:**

Dana Bundick, Resident  
Letitia Greer, Town of Parksley  
Ellen Johnson, ES Railway Museum  
Paul Muhly, Accomack County Supervisor  
Harris Phillips, Business Owner/Acc. Co.  
Supervisor  
Frank Russell, Town Council

## **Other Attendees Present:**

Dan Matthews, Town Council  
Kellee Blake, Accomack Co. Resident  
Curt Smith, A-NPDC  
Clara Vaughn, A-NPDC

## **Management Team Members Absent:**

Wayne Marshall Jr., Mayor  
Cara Burton, ES Public Library  
Tim Valentine, Business Owner  
Billy Graham, Business Owner  
Mark Bowden, Accomack County  
Elaine Meil, A-NPDC  
John Aigner, A-NPDC

**The meeting was called to order at 5:34 pm.**

## **Minutes of October 4, 2018**

No edits were suggested to the meeting minutes.

## **Staff Update**

### ***Public Hearing #1 Comment Review—***

Parking & Stage/Rail Car Location: Smith reviewed the Public Hearing held Nov. 30, 2018. Concerns raised at the hearing included the loss of parking for elderly customers, which could negatively impact foot traffic into local businesses. To address this, Management Team Members identified as their preferred alternative locating the stage in the current farmer's market picnic area. They also identified situating the AirBnB and business in a rail car or kit on the existing railroad tracks as the preferred alternative for these components of the project, contingent upon Canonic Atlantic Co.'s approval.

Other ideas to address potential parking issues included:

- Incorporate the stage into the area currently designated as a splash pad;

- Kellee Blake raised an issue with the aesthetics of the stage at this location, which currently serves as an entryway to the town that sets the tone for Parksley as a well-kept community with green spaces.
- Construct the stage between the farmer’s market and war memorial; and
- Build the stage adjacent to the rail car, which would serve as a backdrop for the stage.
  - The business occupying the rail car could use the stage’s covered area for outdoor seating when events are not being held.

Paul Muhly suggested looking into federal funding for parking lot improvements, but no grants have been identified to date.

Kiosk: Management Committee members determined relocating the proposed kiosk location in front of Club Café would enhance pedestrian access.

Sidewalks: Management Committee members agreed to alter the proposed sidewalk adjacent to the railroad tracks so it forms a straight line.

LOVE Sign: Frank Russell informed attendees that Town Council is considering placing a “LOVE” sign in town. Muhly suggested playing off this with a “READ” sign in front of the library.

***Project Management Committee Update—***

The Project Management Committee to date has been an ad-hoc group. The Town Council unanimously passed a motion to formalize the Committee under the auspices of Town Council.

***Call for Letters of Support—***

As many businessowners as possible should sign Letters of Support, as well as the delegate, senator, governor and other non-governmental entities. Letters will be due no later than February. Smith will circulate a template letter of support for all to use.

***CIG Application Next Steps—***

The second Public Hearing will likely occur during the February Town Council meeting. The consultant’s designs will be presented during this meeting.

***Committee Attendance Record—***

The attendance record was presented.

**Action Items**

- Dan Matthews, on behalf of the Town Council, will draft a letter requesting Canonie Atlantic Co. to allow Parksley to locate the rail car business on the rail tracks, contingent upon moving the business, were the railroad to become active again.
- Paul Muhly will initiate discussions with Canonie Atlantic Co. regarding the possibility of locating a rail car business on the railroad tracks.
- Smith will add a step to the Revitalization Projects Continued Development document under “Authentic Railcar (for small business)” reading, “Host Canonie-Town of Parksley discussion.” This must happen during December.

- Smith will draft a template Letter of Support for local businessowners, government officials and others to sign and include in the CIG grant application.
- Smith will contact Julie Nash to develop a plan for Public Outdoor Art.
- Smith will contact VDOT for traffic engineer input on traffic calming measures.
- Develop a plan to incorporate Elizabeth Cady Stanton, who designed much of Parksley, into the grant application as well as the larger marketing strategy and infrastructure of the Town.
- Request consultant to get more information and costs about an informational kiosk.
- Request consultant to develop cost estimates for brick sidewalk with a pattern/design.
- Request consultant to develop cost estimates for all sidewalks/crosswalks/pedestrian improvements.
- Request consultant to evaluate best traffic calming measures and develop cost estimates for those measures.
- Request consultant to develop cost estimates for new street lighting.
- Request consultant to contact various electric car companies to evaluate if there are funding opportunities for charging stations available beyond Tesla, which is no longer providing funding to install stations.
- Request A&N Electric Cooperative input on whether grants/funding are available for lighting, with special considerations for energy efficiency, light pollution, etc.

### **Economic Restructuring Plan (ERP)**

#### ***Updates on ERP Project Progress –***

The following activities were reported as progress towards implementation of the ERP since the November meeting. These activities will be reported to DHCD to demonstrate that the group is working diligently to implement the ERP:

- The Town Council has formalized the Façade Improvement Committee and the Downtown Revitalization Committee.
- The Town Council has created a Blight Ordinance.
- Parksley is hosting its Old Fashioned Christmas event.
- A new art gallery is opening in December.

### **Physical Improvement Plan**

#### ***Downtown Revitalization Projects Continued Development***

Stage: Management team members agreed the stage should include a more open design and a raised floor.

Authentic Railcar (for small business): Discussions with Canolie Atlantic Co. must begin in December to explore the option of locating a rail car on the existing railroad tracks. Utilities along the tracks must also be explored.

Railcar Kits(s) (for lodging or business): Discussions with Canolie Atlantic Co. must begin in December to explore the option of locating a rail car/kit on the existing railroad tracks.

Splash Pad: Management team members removed the splash pad from the master plan.

Informational Kiosk: The consultant will research information and cost estimates for installing an informational kiosk. A second proposed kiosk was added to the Downtown's northwestern section.

Public Outdoor Art (sculptures, signs, etc.): Smith will contact Julie Nash to develop a plan to present at the next Management Committee Meeting.

Upgraded Pedestrian Corridor: The consultant will develop cost estimates for a brick sidewalk. Smith will work with property owners to establish public easements or purchase corridors for this project.

Build New Sidewalks: No updates.

Establish New Crosswalks: No updates.

Traffic Calming on Roads: Smith will attempt to contact VDOT to gather their input on traffic calming techniques. The consultant will examine best traffic calming measures and develop cost estimates.

Establish Additional Parking: This item was removed from the list, as new preferred alternatives for the location of the stage, AirBnB and railcar business would open up additional parking.

Wayfinding Signage: No updates.

Historic Interpretive Signage: No updates.

Upgrade Existing Street Lighting: The consultant will develop cost estimates for new lighting. A&N Electric Cooperative will be asked to provide input on whether grants or other funding is available for lighting, with special considerations for energy efficiency, mitigating light pollution, etc. Team members agreed lighting should be capable of holding banners.

Electric Vehicle Charging Station: The Library is interest in installing an electric vehicle charging station, as are Management Team Members. The consultant will contact various electric car companies to evaluate if there are other funding opportunities available, as Tesla is no longer financing new stations. Costs are approximately \$10,000 to install a charging station.

Enhance Existing Sidewalks: No updates.

New Landscaping: No updates.

All updated project locations are included in the following maps.

***Blight Identification & Removal/Remediation Plan Report –***

Staff will be providing a final draft of the plan to the Town for consideration for adoption.

***Façade Improvement Program –***

There are currently 30 properties eligible to participate in the FIP, an increase from 28 properties identified as blighted at the time of the meeting. Violet's Stiches and Floral Express

were added to the list of blighted properties eligible for matching funds. Commitment forms have been received for five properties to date, with more expected following the meeting.

***Physical Improvement Plan Consultant Hiring –***

The consultant interview subcommittee reviewed and scored proposals and interviewed both applicants. The consultant will finalize the proposed improvement projects map, create street-view conceptual drawings for DHCD grant-eligible projects, and design renderings of a small sample of downtown properties eligible for the Façade Improvement Program.

**The meeting adjourned at 7:25 pm.**



# A-NPDC

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION  
PO Box 417 • 23372 FRONT STREET • ACCOMAC, VIRGINIA 23301  
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WEBSITE: [www.a-npdc.org](http://www.a-npdc.org)

## MEMORANDUM

TO: Parksley Downtown Revitalization Project Management Committee  
FROM: Curt Smith, Director of Planning  
Accomack-Northampton Planning District Commission  
DATE: December 27, 2018  
SUBJECT: Staff Update

### **Project Management Committee Update**

Town Council Member Matthews and Curt Smith will provide any updates regarding the development of the Committee By-laws during the meeting.

### **Call for Letters of Support**

Letters of support are needed from as many local and non-governmental entities, local businesses and residents and other stakeholders as possible to show ample support for the Town’s CIG application. Letters should be addressed to Mayor Wayne Marshall and reference the Town of Parksley’s Community Improvement Grant application. Staff has developed a template letter and will be distributing it for use.

| <b>Letters of Support</b>    | <b>Status</b> |
|------------------------------|---------------|
| Accomack County              |               |
| Delegate Bloxom              |               |
| Senator Lewis                |               |
| Governor Northam             |               |
| Downtown Businesses          |               |
| Non-Government Organizations |               |

### **Public Hearing #2**

A required second public hearing will be held during February at the earliest.



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## Parksley Downtown Revitalization Project Management Team ATTENDANCE RECORD

| <i>Project Management Team Members</i>          |           |           |           |          |           |           |           |           |          |           |          |
|---|-----------|-----------|-----------|----------|-----------|-----------|-----------|-----------|----------|-----------|----------|
| MEMBER (AFFILIATION)                            | SEP '17   | NOV '17   | DEC '17   | FEB '18  | MAR '18   | MAY '18   | AUG '18   | SEP '18   | OCT '18  | NOV '18   | DEC '18  |
| John Aigner (A-NPDC)                            | X         |           |           |          |           |           |           |           |          |           |          |
| Mark Bowden (Accomack County)                   |           |           |           |          |           |           |           |           |          |           |          |
| Dana Bundick (Resident)                         | X         | X         | X         |          | X         | X         | X         | X         |          |           | X        |
| Cara Burton (ES Public Library)                 | X         | X         | X         | X        |           | X         |           | X         |          | X         |          |
| Jim Eichelberger (Town of Parksley)             | X         | NA        | NA        | NA       | NA        | NA        | NA        | NA        | NA       | NA        | NA       |
| Billy Graham (Business Owner)                   |           | X         |           |          |           |           |           | X         |          |           |          |
| Letitia Greer (Town of Parksley)                | X         |           |           |          | X         |           | X         | X         | X        | X         | X        |
| Ellen Johnson (ES Railway Museum)               |           | X         | X         |          |           | X         | X         | X         | X        | X         | X        |
| Wayne Marshall (Town of Parksley)               |           | X         | X         | X        | X         |           | X         | X         | X        |           |          |
| Elaine Meil (A-NPDC)                            |           |           |           |          |           |           |           |           |          |           |          |
| Paul Muhly (Accomack County)                    |           | X         | X         | X        | X         | X         | X         | X         | X        |           | X        |
| Harris Phillips (Accomack Co./Business Owner)   | X         | X         | X         |          | X         |           |           |           |          | X         | X        |
| Frank Russell (Town of Parksley/Business Owner) |           |           |           |          | X         |           | X         | X         |          | X         | X        |
| Tim Valentine (Business Owner)                  | X         | X         | X         |          | X         |           |           |           |          |           |          |
| <i>Other Participants</i>                       |           |           |           |          |           |           |           |           |          |           |          |
| Kerry Allison (ES Tourism Commission)           |           |           | X         |          |           |           |           |           |          |           |          |
| John Bates (ES Railway Museum)                  |           |           |           |          |           | X         |           |           |          |           |          |
| Diane Bendix (ES Railway Museum)                |           |           |           |          |           | X         |           |           |          |           |          |
| Denise Bernard (Town of Parksley)               | X         |           |           |          |           |           |           |           |          |           |          |
| Kellee Blake (Accomack Co. Resident)            |           |           |           |          |           |           | X         |           |          |           | X        |
| Jen Davis (The Nature Conservancy)              | X         |           |           |          |           |           |           |           |          |           |          |
| Doug Ellis (VDHCD)                              |           |           |           |          | X         |           |           | X         |          |           |          |
| Betty Farley (Resident)                         |           | X         | X         | X        | X         | X         |           |           |          | X         |          |
| Janice Hart (Business Owner)                    |           |           | X         |          |           |           |           |           |          | X         |          |
| Shirley Johnson (Resident)                      |           |           | X         |          |           |           |           |           |          |           |          |
| Alex Jovner (United Methodist Church)           |           | X         |           |          |           |           |           |           |          |           |          |
| Donald Kilmon (Business Owner)                  |           |           |           |          | X         |           |           |           |          |           |          |
| Laura Kilmon (Business Owner)                   |           |           |           |          | X         |           |           |           |          |           |          |
| Kay Lewis (Resident)                            |           |           | X         |          |           |           |           |           |          |           |          |
| Dan Matthews (Town of Parksley)                 |           | X         | X         | X        | X         |           | X         | X         | X        | X         | X        |
| Ron Matthews (Interested Stakeholder)           | X         |           |           |          |           |           |           |           |          |           |          |
| Kathi McKorkle (Resident)                       |           | X         | X         |          | X         | X         | X         | X         |          | X         |          |
| Julie Nash (Town of Parksley)                   |           |           |           | X        |           | X         |           | X         | X        |           |          |
| John Parks (Town of Parksley)                   |           | X         | X         |          |           |           |           |           |          |           |          |
| Robert Peters (ES Railway Museum)               |           |           |           |          |           | X         |           |           |          |           |          |
| Donna Phillips (Business Owner)                 |           | X         | X         |          |           |           |           |           |          | X         |          |
| Deborah Russell (Business Owner)                |           |           |           |          |           |           | X         |           |          |           |          |
| Mike Shreves (Resident)                         |           |           |           |          |           |           | X         |           |          |           |          |
| Joe Stalgatis (Business Owner)                  |           |           |           |          | X         |           |           |           |          |           |          |
| Ariel Stauffer (Taste of Eden Farmers Market)   |           |           |           |          |           |           |           |           |          | X         |          |
| Joe Stauffer (Taste of Eden Farmers Market)     |           |           |           |          |           |           |           |           | X        | X         |          |
| Marilynn Wohlrab (Business Owner)               |           |           |           |          |           |           | X         | X         | X        | X         |          |
| <b>Total Meeting Attendance:</b>                | <b>11</b> | <b>14</b> | <b>15</b> | <b>6</b> | <b>14</b> | <b>10</b> | <b>12</b> | <b>13</b> | <b>8</b> | <b>13</b> | <b>8</b> |





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## MEMORANDUM

TO: Parksley Downtown Revitalization Project Management Committee  
 FROM: Curt Smith, Director of Planning  
 Accomack-Northampton Planning District Commission  
 DATE: December 27, 2018  
 SUBJECT: Economic Restructuring Plan

### Updates on ERP Project Progress

**Staff requests updates regarding progress recently made on projects and strategies identified in the draft ERP.**

Updates received since the ERP action plans were approved by Town Council in April are as follows:

| ERP Project Accomplishments  | Date Update Provided |
|--|----------------------|
| Flyers on upcoming events taking place in Parksley during May and June have been prepared and distributed – Library, Town Office, etc. | May 2018             |
| Historic Coca Cola street art completed  | August 2018          |
| Jaxon’s façade painted   | August 2018          |
| Railroad tracks cleaned and maintained   | August 2018          |
| Bridal shop named Best Bridal Shop by Virginia Living Magazine   | August 2018          |
| Town entrance sign re-landscaped   | August 2018          |
| Blight removal at former grocery store   | August 2018          |
| Rail car improvements anticipated in September/October   | August 2018          |
| Parksley Festival returns Oct. 6   | August 2018          |
| Pickle ball courts underway in Town Park.  | September 2018       |
| Town Municipal Website redevelopment completed.  | September 2018       |
| Historic Walking Tour brochure is complete and has been printed and distributed. The brochure will be published online.                | September 2018       |
| Alleyway blighted items adjacent to Club Car Café have been cleaned out.   | September 2018       |
| Parksley Art Gallery façade work is complete.  | September 2018       |
| ESRM rail car improvements (painting, etc.) completed in October   | October 2018         |
| New signs installed at Paint It Pretty during October  | October 2018         |
| Flower Shop façade is being painted  | November 2018        |
| The Town Council has formalized the Façade Improvement Committee and the Downtown Revitalization Committee.                            | December 2018        |
| The Town Council has reviewed and is updating its Blight Ordinance to better address current levels of physical blight.                | December 2018        |
| Parksley is hosting its Old Fashioned Christmas event.   | December 2018        |
| A new art gallery is opening in December.  | December 2018        |



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## MEMORANDUM

TO: Parksley Downtown Revitalization Project Management Committee  
FROM: Curt Smith, Director of Planning  
Accomack-Northampton Planning District Commission  
DATE: December 27, 2018  
SUBJECT: Physical Improvement Plan

### **Downtown Revitalization Projects – Continued Development**

David Hill from Hill Studio Consultants visited downtown on December 21 and met with ANPDC staff and several committee members. The consultant was very enthusiastic about the project ideas overall and provided the following suggestions for consideration:

- Construct utility bollards adjacent to stage/pavilion/farmers market – The consultant suggests the committee consider including the construction of at least one utility bollard. Utility bollards provide easy access to electricity, sewer, or water at one convenient location. Locating an utility bollard at this location could serve the Town during its events as well as serve food trucks that could bring more business to the town square.



Locations for the Downtown Revitalization Projects following the December meeting stand as illustrated in the following two maps:



**Figure 1 – Preliminary Conceptual Projects for Entire Downtown Parksley Area (As of January 3, 2019)**



- |   |  |   |                            |
|---|--|---|----------------------------|
| <b>A</b> Public Stage                                 | <b>F</b> Upgraded Pedestrian Corridor        | <b>K</b> Historic Interpretive Signage      | <b>—</b> Downtown Boundary |
| <b>B</b> Authentic Railcar (for small business)       | <b>G</b> Build New Sidewalks                 | <b>L</b> Upgrade Existing Street Lighting   |                            |
| <b>C</b> Railcar Kit(s) (for lodging or business)     | <b>H</b> Establish New Crosswalks            | <b>M</b> Electric Vehicle Charging Stations |                            |
| <b>D</b> Informational Kiosk                          | <b>I</b> Traffic Calming Techniques On Roads | <b>N</b> Enhance Existing Sidewalks         |                            |
| <b>E</b> Public Outdoor Art (sculptures, signs, etc.) | <b>J</b> Wayfinding Signage                  | <b>O</b> New Landscaping                    |                            |



**Figure 2 – Preliminary Conceptual Projects for Parksley Town Square Area (As of January 3, 2019)**



- |   |  |   |                            |
|---|--|---|----------------------------|
| <b>A</b> Public Stage                                 | <b>F</b> Upgraded Pedestrian Corridor        | <b>K</b> Historic Interpretive Signage      | <b>—</b> Downtown Boundary |
| <b>B</b> Authentic Railcar (for small business)       | <b>G</b> Build New Sidewalks                 | <b>L</b> Upgrade Existing Street Lighting   |                            |
| <b>C</b> Railcar Kit(s) (for lodging or business)     | <b>H</b> Establish New Crosswalks            | <b>M</b> Electric Vehicle Charging Stations |                            |
| <b>D</b> Informational Kiosk                          | <b>I</b> Traffic Calming Techniques On Roads | <b>N</b> Enhance Existing Sidewalks         |                            |
| <b>E</b> Public Outdoor Art (sculptures, signs, etc.) | <b>J</b> Wayfinding Signage                  | <b>O</b> New Landscaping                    |                            |

Updates regarding prospective downtown revitalization projects are as follows:

- A. **Public Stage** – The stage will be constructed at the existing Town Pavilion adjacent to the farmers market in a manner that will provide needed service during public events as well as better serve customers of local businesses, especially the farmers market and railcar leased for business use. Preferences for the stage include raising the stage 1-2’ above ground surface and incorporating a railroad theme into the design.

Preliminary sketches by the consultant will be presented for consideration during the meeting. The consultant noted that the trusses and utilities at the existing pavilion may cause challenges for incorporating the stage at that specific location. Alternatives for constructing the stage immediately adjacent to the pavilion will be developed for consideration as well.

**Committee members and participants are asked to provide feedback for the consultant on the preliminary designs.**

- B. **Authentic Railcar (for small business)** – Preference is for an authentic railcar or locomotive over a railcar kit. During the December meeting, it was decided to explore the option to place the railcar on the tracks adjacent to the Farmers Market. The Town submitted a letter to the ANTDC/Canonie boards for consideration during its January meeting. Updates will be provided during the meeting.

The consultant recommended the Town and the Railway Museum explore a partnership with the VA Museum of Transportation (<http://www.vmt.org/>) in Roanoke. Potential partnership activities could involve sharing of exhibits or even establishing the ESVA Railway Museum as an official satellite or affiliate location. The consultant indicated that he will contact the Museum in the near future to assist in starting discussions.

The consultant also recommended that the Town and the Railway Museum research and contact the Chesapeake and Ohio Railway Heritage Center in Clifton Forge, VA (<http://cohs.org/>) to learn more about using authentic railcars for business and other uses. The C&O Heritage Center has been and is currently attempting to redevelop railcars for similar purposes as Parksley.

| Project B Needed Next Steps   | Responsible Party                         | Deadline |
|---|---|----------|
| Explore partnership with VA Museum of Transportation in Roanoke                                     | Consultant, Committee Members, ESRM Board | 1/10/19  |
| Research railcar/locomotive use options by contacting C&O Railway Heritage Center in Clifton Forge. | Consultant, Committee Members, ESRM Board | 1/10/19  |
| Finalize location for authentic railcar/locomotive  | Consultant, Committee Members, ESRM Board | 2/4/19   |
| Identify funding strategy for purchase and/or rehabilitation  | Consultant                                | 2/4/19   |

- C. **Railcar Kit(s) (for lodging or business)** – During the December meeting, it was decided that railcar kits for lodging would be considered for placement alongside the authentic railcar adjacent to the



stage/pavilion/farmers market. The cost of railcar kits starts at \$4,000/each. The Committee will need to identify how many railcar kits are desired and how to fund and construct them.

**Committee members and participants are asked to provide final guidance for the consultant before preliminary design begins.**

| Project C Needed Next Steps  | Responsible Party                         | Deadline |
|--|---|----------|
| The Committee needs to decide if and how to construct the railcar kits | Curt Smith, Committee Members, Consultant | 1/10/19  |
| Identify funding strategy for purchase (if run by Town)                | Committee Members                         | 2/4/19   |

**D. Informational Kiosk** – Preferences to date are that the kiosk be Victorian or Railroad-themed and include two poles and a flat sign. No other specific preferences have been identified.

The consultant has been provided the preferred examples and locations and will be providing cost estimates and final designs.

| Project D Needed Next Steps         | Responsible Party | Deadline |
|-------------------------------------|-------------------|----------|
| Finalize cost estimates and designs | Consultant        | 2/4/19   |

**E. Public Outdoor Art (sculptures, signs, etc.)** – The Committee asked Curt Smith to work with Julie Nash to finalize an outdoor art plan for downtown. Curt and Julie will work together in the coming weeks to finalize plans and the consultant will develop cost estimates and incorporate the plans into the conceptual downtown master plan.

Ideas generated during the December meeting will be considered. These include incorporating art focusing on the town’s rich history and future with emphasis on education. Specific ideas included a “READ” sign similar to the “LOVE” signs and highlighting the NY Times feature on Parksley from the early 1900s.

| Project E Needed Next Steps                 | Responsible Party | Deadline |
|---|-------------------|----------|
| Identify priority locations and type of art | J. Nash, C. Smith | 1/10/19  |
| Incorporate art into conceptual renderings  | Consultant        | 2/4/19   |
| Cost estimates and funding strategy         | Consultant        | 2/4/19   |

**F. Upgraded Pedestrian Corridor** – The consultant toured the two corridors and recommended adding uses for the corridors beyond walking. Specifically, the corridor beside the Club Car Café could be designed to include tables and areas for eating and the corridor beside Russell’s Bridal could involve landscaping for bridal photo shoots. The consultant is developing preliminary renderings for consideration that will be presented during the meeting..

**Committee members and participants are asked to provide feedback for the consultant on the preliminary designs.**

| <b>Project F Needed Next Steps</b>   | <b>Responsible Party</b>              | <b>Deadline</b> |
|--|---------------------------------------|-----------------|
| Determine if any utility relocation or removal needed in either corridor                                     | Town Public Works staff?,<br>C. Smith | 1/10/19         |
| Contact property owners to discuss public easements or purchase of corridors.                                | C. Smith                              | 1/10/19         |
| Solicit written commitment from property owners regarding placement of easement or sale of property to Town. | C. Smith                              | 1/10/19         |
| If Town is to purchase parcels, determine costs and funding strategies                                       | Consultant,<br>C. Smith               | 1/10/19         |

**G. Build New Sidewalks** – According to VDOT records for the Hampton Roads area, one mile of new sidewalk costs between \$382,000 and \$1.2 million. In the current conceptual plan, there are only a few identified locations that would be relevant for the VDOT cost estimates that are adjacent to roads and include curb and gutter, etc. These are as follows:

*G-1 - New Sidewalk Locations Adjacent to Roads:*

- Sidewalk gap in front of Paddock Auto along Bennett Street
  - Approximately 250 feet (0.05 mi) = \$19,100 to \$60,000
- Sidewalk gap at northern end of Town Square along Adelaide Street
  - Approximately 100 feet (0.02 mi) = \$7,640 to \$24,000

| <b>Project G-1 Needed Next Steps</b>  | <b>Responsible Party</b>  | <b>Deadline</b> |
|---|---------------------------|-----------------|
| Get confirmation from Consultant on construction cost estimates   | Consultant, C. Smith      | 1/10/19         |
| Identify funding strategy for Town to pay local 20% match for VDOT Transportation Alternatives funding for each project | Consultant, C. Smith      | 1/10/19         |
| Solicit written commitment from Town to apply for funds and commit needed matching funds.                               | C. Smith,<br>Town Council | 2/4/19          |

Other sidewalk locations are as follows:

*G-2 New Sidewalk Locations Not Adjacent to Roads* – These will be designed with cost estimates by the hired consultant.

- Sidewalk gap from brick walkway to Adelaide Avenue adjacent to railroad tracks
- Sidewalk gap from brick walkway south to Bennett Street adjacent to railroad tracks

| <b>Project G-2 Needed Next Steps</b>  | <b>Responsible Party</b> | <b>Deadline</b> |
|---|--------------------------|-----------------|
| Design and cost estimates for construction of brick walkway from ticket station to Adelaide Avenue adjacent to railroad tracks              | Consultant               | 2/4/19          |
| Design and cost estimates for construction of brick walkway from existing brick walkway south to Bennett Street adjacent to railroad tracks | Consultant               | 2/4/19          |

*G-3 Sidewalks/Crosswalks at Cassatt Avenue* – Preference is to use decorative pavers for crosswalks with paint being a secondary alternative.

Three locations were identified as crossing locations at Cassatt Avenue: Bennett Street, Catherine Street, and Mary Street. Being that VDOT will not install crosswalks where the crosswalks do not lead to ADA-compliant sidewalks, each of these areas will require sidewalk construction or enhancement. Specifically, sidewalk upgrades would be required on the west side of Cassatt Ave. at each of the three crossings and sidewalk construction would be required on the east side of Cassatt Ave. at each of the three crossings.

Updates will be provided regarding the necessary discussions between the Town and the owner of the railroad, Canonie Atlantic, regarding the possibility of constructing pedestrian crossings in the additional locations.

| <b>Project G-3 Needed Next Steps</b>   | <b>Responsible Party</b>                 | <b>Deadline</b> |
|--|--|-----------------|
| Discuss desired crosswalk locations with Chris Isdell of VDOT  | C. Smith                                 | 1/10/19         |
| Identify funding strategy for Town to pay local 20% match for VDOT Transportation Alternatives funding for needed upgrades to sidewalks on west side of Cassatt Avenue adjacent to each of the three locations | Consultant,<br>C. Smith                  | 1/10/19         |
| Solicit written commitment from Town to apply for funds and commit needed matching funds.  | C. Smith,<br>Town<br>Council             | 2/4/19          |
| Discuss crosswalk logistics over railroad with A-N Transportation District Commission/Canonie Atlantic and solicit written permission for establishing permanent crossings at desired locations.               | P. Muhly, D.<br>Matthews,<br>W. Marshall | 1/1/19          |
| Design and cost estimates for construction of brick or painted crosswalks at desired locations   | Consultant                               | 2/4/19          |

**H. Establish New Crosswalks** – Preference is to use decorative pavers for crosswalks with paint being a secondary alternative.

- Three Cassatt Avenue Crosswalks (Bennett, Catherine, and Mary Streets) - see notes for Item H-3 above
- Intersection of Bennett Street and Dunne Avenue – upgrades would be required to the sidewalks on either side of the crosswalk to achieve ADA compliance
- Intersection of Cooke Street and Dunne Avenue - upgrades would be required to the sidewalks on either side of the crosswalk to achieve ADA compliance

| <b>Project H Needed Next Steps</b>  | <b>Responsible Party</b>  | <b>Deadline</b> |
|---|---------------------------|-----------------|
| Discuss desired crosswalk locations with Chris Isdell of VDOT and discuss project logistics and cost estimates  | C. Smith,<br>Consultant   | 1/10/19         |
| Design and cost estimates for construction of brick or painted crosswalks at desired locations  | Consultant                | 2/4/19          |
| Identify funding strategy for Town to pay local 20% match for VDOT Transportation Alternatives funding for needed upgrades to sidewalks on Dunne Ave., Bennett St., and Cooke St. | Consultant                | 2/4/19          |
| Solicit written commitment from Town to apply for funds and commit needed matching funds.   | C. Smith, Town<br>Council | 2/4/19          |



- I. **Traffic Calming on Roads** – Implement VDOT recommended actions to slow/limit through traffic along corridor between town square and library.

| Project I Needed Next Steps   | Responsible Party      | Deadline |
|---|------------------------|----------|
| Attain recommendations for actions from VDOT  | F. Russell, C. Smith   | 12/14/18 |
| Design and cost estimates for traffic calming actions                                     | Consultant             | 2/4/19   |
| Solicit written commitment from Town to apply for funds and commit needed matching funds. | C. Smith, Town Council | 2/4/19   |

- J. **Wayfinding Signage** – Preference is for Victorian-themed, two-sided signage that incorporates the town logo. The consultant has been provided preferred examples and will provide cost estimates and incorporate into conceptual master plan.

| Project J Needed Next Steps                      | Responsible Party | Deadline |
|--|-------------------|----------|
| Design and cost estimates for wayfinding signage | Consultant        | 2/4/19   |

- K. **Historic Interpretive Signage** – Preference is for Victorian-themed, two-sided signage that incorporates the town logo. Ideas are to attach signage to buildings or nearby given historic locations and to incorporate QR codes for additional online history/information. The consultant has been provided preferred examples and will provide cost estimates and incorporate into conceptual master plan.

The Committee still needs to identify who will be responsible for developing historical content for signage.

| Project K Needed Next Steps  | Responsible Party           | Deadline |
|--|-----------------------------|----------|
| Design and cost estimates for historic interpretive signage.                                       | Consultant                  | 2/4/19   |
| Identify and solicit letter of commitment from partner(s) to develop content for historic signage. | Committee Members, C. Smith | 2/4/19   |

- L. **Upgrade Existing Street Lighting** – Preference is for Victorian-themed lighting. The consultant has been provided preferred examples and will be working to develop designs and cost estimates. The consultant will need additional information from Town Public Works staff.

| Project L Needed Next Steps                    | Responsible Party                   | Deadline |
|--|-------------------------------------|----------|
| Design and cost estimates for street lighting. | Consultant, Town Public Works Staff | 2/4/19   |

- M. **Electric Vehicle Charging Stations** – It was determined during the December meeting that funding strategies continue to be explored for construction of up to two charging stations downtown.

| Project M Needed Next Steps                      | Responsible Party | Deadline |
|--|-------------------|----------|
| Design and cost estimates for charging stations. | Consultant        | 2/4/19   |

N. **Enhance Existing Sidewalks** – Staff have reached out to VDOT regarding guidance for enhancements for the priority sidewalk locations along Bennett Street and Dunne Avenue, but have yet to receive a response. It is likely that the scale of these projects will not be ample for VDOT Transportation Alternatives Program (TAP) funding. This leaves two options: 1) requesting VDOT assist with upgrades under their current maintenance budget or 2) lumping these enhancements into a larger TAP grant application with the new sidewalk construction projects described in Item G.

| Project N Needed Next Steps                     | Responsible Party    | Deadline |
|---|----------------------|----------|
| Discuss sidewalk enhancements with Chris Isdell | C. Smith             | 1/10/19  |
| Design and cost estimates for enhancements.     | Consultant, C. Smith | 2/4/19   |

O. **New Landscaping** – The consultant will be asked to include cost estimates for landscaping at the identified locations.

| Project O Needed Next Steps                 | Responsible Party    | Deadline |
|---|----------------------|----------|
| Design and cost estimates for enhancements. | Consultant, C. Smith | 2/4/19   |

Table 1 will be presented during all Committee meetings with the intent that it be filled in with input from the consultant, ANPDC staff, and Committee members

**TABLE 1 – Downtown Revitalization Projects and Costs**

| <u>Project ID***</u> | <u>Description</u>                           | <u>Total Cost</u>   | <u>CDBG Funds</u> | <u>Non-CDBG Funds</u>  | <u>Non-CDBG Source</u>                    |
|----------------------|--|---|-------------------|--|---|
| A                    | Public Stage                                 | ???   | ???               | ???  | ???                                       |
| B                    | Authentic Railcar (for small business)       | ???   | NA                | ???  | ???                                       |
| C                    | Railcar Kit(s) (for lodging or business)     | Minimum \$4k/kit  | NA                | Minimum \$4k/kit   | ???                                       |
| D                    | Informational Kiosk                          | ???   | ???               | ???  | ???                                       |
| E                    | Public Outdoor Art (sculptures, signs, etc.) | ???   | ???               | ???  | ???                                       |
| F                    | Upgraded Pedestrian Corridor                 | ???   | ???               | ???  | ???                                       |
| G                    | Build New Sidewalks                          | <ul style="list-style-type: none"> <li>• Bennet St. (\$19k-\$60k)</li> <li>• Adelaide St. (\$7k-\$24k)</li> </ul> | ???               | <ul style="list-style-type: none"> <li>• Bennet St (\$3.8k-\$12k)</li> <li>• Adelaide St. (\$1.4k-\$4.8k)</li> </ul> | Town of Parksley local match for VDOT TAP |
| H                    | Establish New Crosswalks                     | ???   | ???               | ???  | ???                                       |
| I                    | Traffic Calming on Roads                     | ???   | ???               | ???  | ???                                       |
| J                    | Wayfinding Signage                           | ???   | ???               | ???  | ???                                       |
| K                    | Historic Interpretive Signage                | ???   | ???               | ???  | ???                                       |
| L                    | Upgrade Existing Street Lighting             | ???   | ???               | ???  | ???                                       |
| M                    | Electric Vehicle Charging Stations           | \$6-12k/station   | \$6-12k/station   |  |   |
| N                    | Enhance Existing Sidewalks                   | <ul style="list-style-type: none"> <li>• Bennet St. (\$???)</li> <li>• Dunne Ave. (\$???)</li> </ul>              | ???               | ???<br>(20% local match if use TAP)  | VDOT maintenance funding or TAP           |
| O                    | New Landscaping                              | ???   | ???               | ???  | ???                                       |

**Blight Identification and Removal or Remediation Plan Report**

Staff will be providing a final draft of the plan to the Town to be considered for adoption. The plan includes information on the revitalization area, blight identification, the Town’s intentions for blight removal or remediation, and the Town’s plans for maintaining and implementing the plan.

Council Member Matthews presented a review of the existing Town Property Maintenance Ordinance to Town Council during its meeting on November 12. Council Member Matthews is currently reviewing the ordinance and will be presenting recommendations during the December meeting for how the ordinance could be amended if needed to better address physical blight.

**Facade Improvement Program Guidelines Report**

There are 30 blighted properties eligible for participation in the FIP. There have been five completed commitment forms to date.

The consultant will be doing conceptual renderings of façade improvements for two downtown properties committed to the program and developing cost estimates for all committed properties.

**The Committee needs to decide which two properties are to receive conceptual renderings.**