

# *Get On Board!*

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

December 6, 2018  
5:30 – 7:30 p.m.  
Town Office, Parksley



### **MEETING AGENDA**

1. Call to Order
2. Minutes of the November 1, 2018 Meeting
3. Staff Update
  - Public Hearing #1 Comment Review
  - 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
  - Physical Improvement Plan Consultant Hiring
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

November 1, 2018

Town Office, Parksley, VA

## **Management Team Members Present:**

Letitia Greer, Town of Parksley  
Frank Russell, Town Council  
Ellen Johnson, ES Railway Museum  
Cara Burton, ES Public Library  
Harris Phillips, Business Owner/Acc. Co.  
Supervisor

## **Management Team Members Absent:**

Wayne Marshall Jr., Mayor  
Paul Muhly, Accomack County Supervisor  
Mark Bowden, Accomack County  
Billy Graham, Business Owner  
Dana Bundick, Resident

Elaine Meil, A-NPDC

John Aigner, A-NPDC

Tim Valentine, Business Owner

## **Other Attendees Present:**

Dan Matthews, Town Council

Janice Hart, Business Owner

Marilynn Wohlrab, Business Owner

Donna Phillips, Business Owner

Jeff Stauffer, Taste of Eden Farmers Market

Ariel Stauffer, Taste of Eden Farmers Market

Betty Farley, Resident

Kathi McKorkle, Resident

Curt Smith, A-NPDC

Clara Vaughn, A-NPDC

## **The meeting was called to order at 5:31 pm.**

Curt Smith initiated introductions and followed with a review of the agenda.

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

No edits were suggested to the meeting minutes.

## **Staff Update**

### ***Committee Attendance Record –***

The attendance record was presented.

## **Action Items**

- Committee members should upload examples of desired improvement projects to the online working document as soon as possible.
- Research the cost of installing a vehicle charging station, assuming Tesla does not provide one free of cost to the Town.
- Add flower shop to the list of blighted buildings.
- Go door-to-door to solicit commitment from 28 eligible properties to participate in the Façade Improvement Program.
- When drafting the grant application, include language explaining why crosswalks were not installed to improve access to some downtown businesses. Upgrades necessary to meet ADA standards would be costly and are limiting factors.

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

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

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

- Flower shop façade is being painted.
- Pickleball court work is underway.

Participants were reminded to track all downtown revitalization expenditures as match for CDBG grant and Façade Improvement funding.

## **Physical Improvement Plan**

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

Curt presented an online working document available to flesh out specific projects that are part of overall downtown revitalization:

- **Parking:** Some attendees expressed concerns about losing parking spaces to proposed improvements, especially the impact this would have on patrons with limited mobility.
  - Members agreed to flag this as a concern without altering the existing conceptual plan.
- **Crosswalks:** Cara Burton suggested adding a crosswalk at Jaxon's; however, this would require expensive upgrades from VDOT to make existing sidewalks ADA compliant. She suggested adding this explanation to the grant application to clarify why access to certain businesses was not factored into the plan.
- **Stage:** Committee members suggested an open plan to maintain visibility of downtown and an elevated stage to prevent visitors from parking in the stage area. Other suggestions include using a railcar as a backdrop.
- **Authentic Railcar:** Committee members expressed the preference for an authentic railcar over a kit.
- **New Sidewalks:** Frank Russell agreed the sidewalk in front of his property is not a top priority.
- **Traffic Calming:** Waiting to hear VDOT recommendations.
- **Vehicle Charging Station:** Curt learned that Kiptopeke State Park is planning to get a Tesla charging station, so the likelihood of getting a charging station fully financed by Tesla has decreased.

### ***Façade Improvement Program –***

Participation from as many of the 28 eligible properties is needed.

- Each business owner who commits to the program is eligible for up to \$15,000 for improvements, at a 1:1 match. Receipts dating back as far as to 2 years are eligible as match. Businesses have 5 years from the time the grant initiates to use these matching funds. Matching funds may be used on either the interior or exterior improvement; however, grant funds must be used on exterior improvements only.
- The flower shop will be added to the list of Parksley's blighted buildings.

- Property P13 (Violet's Stitches & Specialties, Marilyn Wohlrab) will be added to the list of eligible Façade Improvement Projects, due to necessary brick work.

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

Two proposals were received in response to the RFP and are being reviewed and scored.

- The consultant will, over about a one-month period, finalize the proposed improvement projects map; create street view conceptual drawings for DHCD grant-eligible projects; and create renderings of two downtown properties eligible for the Façade Improvement Program

#### **Next Steps and Action Items**

- A public hearing has been scheduled for November 12 during the Town Council meeting to solicit feedback on project progress to date. The Committee will consider all comments received during its next meeting on December 6. During the December Committee a final decision will need to be reached regarding which properties and projects will be prioritized by the hired consultant. A second public hearing will be scheduled for January upon completion of the consultant's work to solicit public comment on the designed priority projects.
- Committee members should upload examples of desired improvement projects to the online working document as soon as possible.
- Research the cost of installing a vehicle charging station, assuming Tesla does not provide one free of cost to the Town.
- Add flower shop to the list of blighted buildings.
- Go door-to-door to solicit commitment from 28 eligible properties to participate in the Façade Improvement Program.
- When drafting the grant application, include language explaining why crosswalks were not installed to improve access to some downtown businesses. Upgrades necessary to meet ADA standards would be costly and are limiting factors.

#### **Adjournment**

The meeting was adjourned at 7:20 p.m.



# A-NPDC

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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: November 30, 2018  
SUBJECT: Staff Update

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

The Town Held a public hearing during its council meeting on November 12. ANPDC staff gave an overview of the project's progress to date prior to the beginning of the hearing. The hearing was well attended and numerous comments were received. The draft hearing minutes are included below for reference:

#### Public Hearing November 12, 2018

Public hearing was held on Monday November 12, 2018 in the Town Council Chambers to hear comments on the Community Improvement Grant application. The meeting started at 7:00.

Present: Mayor Wayne Marshall; Council: Frank Russell, Sam Welch, Dan Matthews, Julie Nash, Vince Savona, and John Carter Parks; Supervisor Danny Siegert; Police Chief Keith Greer; and Clerk Letitia Greer.

Visitors: Donna Phillips, Cara Burton, Paul Muhly, Ellen Johnson, Marilyn Wohlrab, Betty Farley, Kay Lewis, Shirley Johnson, Aaron Johnson, Connie Taylor, John Schwender, Betty Phillips Hart, Janice Hart.

Mayor Marshall opened the Public Hearing to hear comments and questions on the Community Improvement application.

ANPDC Director of Planning Curt Smith provided and reviewed a handout summarizing the purpose of the grant as well as work already done on the application. He stated that the application is due March 2019.

C Smith invited all present to attend monthly meetings and stated that we need more business participation in meetings.

C Smith stated that there are 41 blighted properties with 12 of those ineligible for grant funds due to structural issues. He also stated the town must address all blighted structures as part of the application.



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C Smith explained that businesses would receive a maximum \$15,000 forgiven loan and we need owner commitments from half of the businesses.

C Smith stated that proposed improvements need to draw people downtown and also listed some changes to the draft CIG budget. He stated that the pre-application is due in December.

Donna Phillips of Floral Express & Gifts expressed her concerns regarding the loss of parking for approximately 25 employees of Dunne Avenue businesses beginning with the start of library construction. This loss would also impact potential new business.

Mayor Marshall and Councilwoman Nash agreed that parking should be preserved as much as possible. Mayor Marshall also stated that the town is looking into an additional grant to help cover the cost of repairing the portion of the parking lot that was considered for conversion to a grassy area for the grant.

D Phillips commended the maintenance, police, and office staff for their good work for the town.

D Phillips likes the stage and caboose ideas proposed in the grant application. She is not in favor of the splash pad for liability and other issues.

C Burton of ESPL spoke of the reasons the library chose Parksley for their new location. She feels that the proposed grant projects are complimentary to the library.

Councilman Russell made the motion to adjourn. Motion was 2nd by Councilman Parks. Ayes -Russell, Welch, Nash, Parks, Matthews, Savona. No - none. Motion passed unanimously.

Public Hearing adjourned at 8 pm.

**Staff requests the Committee review and discuss the comments received and direct staff with specific changes to the existing draft plans.**

## **Project Management Committee Update**

To date, the Project Management Committee has existed as an ad-hoc group lacking formal recognition by the Town Council. Membership was dictated by DHCD suggestions for Phase I. Now that the project has evolved significantly, Council Member Matthews made a motion to Town Council during its November 12 meeting, that the Town formally create a Downtown Revitalization Committee with unique by-laws and updated membership that better addresses the current and evolving needs of the project. Staff are currently assisting with the development of the by-laws and the Mayor and Town Council will be appointing members in the near future. The Committee will oversee all aspects of the project.



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## **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 requests the Committee develop a list of stakeholders to ask for letters of support and strategize for how best to solicit support.**

## **CIG Application Next Steps**

A pre-application is due to VDHCD by a deadline to be determined during December. A second public hearing will be held during January at the earliest, although it is likely that the hearing will need to be pushed to February to allow time for the consultant to complete all needed work.



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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
John Aigner (A-NPDC)	X									
Mark Bowden (Accomack County)										
Dana Bundick (Resident)	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
Billy Graham (Business Owner)		X						X		
Letitia Greer (Town of Parksley)	X				X		X	X	X	X
Ellen Johnson (ES Railway Museum)		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	
Harris Phillips (Accomack Co./Business Owner)	X	X	X		X					X
Frank Russell (Town of Parksley/Business Owner)					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			
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 Joyner (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
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>





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## MEMORANDUM

TO: Parksley Downtown Revitalization Project Management Committee  
 FROM: Curt Smith, Director of Planning  
 Accomack-Northampton Planning District Commission  
 DATE: November 30, 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:

Update	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



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## MEMORANDUM

TO: Parksley Downtown Revitalization Project Management Committee  
FROM: Curt Smith, Director of Planning  
Accomack-Northampton Planning District Commission  
DATE: November 30, 2018  
SUBJECT: Physical Improvement Plan

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

Staff will lead a facilitated process to identify additional details for the projects identified during the September 2018 meeting and modified during the October and November 2018 meetings.

Updates regarding prospective downtown revitalization projects are as follows:

- A. **Public Stage** – Preferences identified include raising the stage 1-2' above ground surface, keeping the stage open on all sides, keeping the stage covered, facing the stage westward, and incorporating a railroad theme into the design. The consultant will use the following examples to guide the design and cost estimates:



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

- B. **Authentic Railcar (for small business)** – Preference is for an authentic railcar or locomotive over a railcar kit. Additional ideas for the location of the railcar in the Town Square were generated following the November committee meeting and will be discussed during the meeting.

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

Project B Needed Next Steps	Responsible Party	Deadline
Finalize location for authentic railcar/locomotive	Committee Members	12/6/18
Identify funding strategy for purchase and/or rehabilitation	Committee Members, C. Smith	12/14/18

C. **Railcar Kit(s) (for lodging or business)** – Staff has been unsuccessful in communicating with the current property owner regarding this project and requests guidance or assistance from the Committee members. 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
Contact property owner to discuss town property maintenance ordinance, plans for property and interest in working with Town on property	?	12/14/18
If interested in retaining property for redevelopment for railcar kits as lodging or business, task consultant with preliminary design and costs.	C. Smith	12/19/18
If interested in selling property to Town, task consultant with preliminary design and costs.	C. Smith	12/19/18
Solicit written commitment from property owner detailing redevelopment plans including timelines and intended uses (if run by owner)	Property Owner & ???	12/19/18
Identify funding strategy for purchase (if run by Town)	Committee Members	12/19/18

D. **Water Fountain/Splash Pad** – Ballpark costs for installation were roughly estimated at \$75,000. The consultant will use the following example to guide the design and cost estimates:



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

**E. 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

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

**F. Public Outdoor Art (sculptures, signs, etc.)** Committee members and participants are asked to provide examples or further details.

Project F Needed Next Steps	Responsible Party	Deadline
Identify priority locations and type of art	?	12/6/18
Task consultant with rendering for priority location	C. Smith	12/14/18
Identify artist and costs for artwork or sculpture	?	12/14/18

**G. Upgraded Pedestrian Corridor** – No examples have been identified or provided to date to guide the consultant on which types of features the two pedestrian corridors would include.

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

Project G Needed Next Steps	Responsible Party	Deadline
Determine specific features of pedestrian corridor and identify specific examples to guide consultant design	?	12/6/18
Determine if any utility relocation or removal needed in either corridor		12/14/18
Contact property owners to discuss public easements or purchase of corridors.		12/14/18
Solicit written commitment from property owners regarding placement of easement or sale of property to Town.		12/14/18
If Town is to purchase parcels, determine costs and funding strategies		12/14/18

**H. 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:

*H-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

Project H-1 Needed Next Steps	Responsible Party	Deadline
Identify funding strategy for Town to pay local 20% match for VDOT Transportation Alternatives funding for each project	?	12/6/18
Solicit written commitment from Town to apply for funds and commit needed matching funds.	?	12/14/18

Other sidewalk locations are as follows:

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

- Converted parking lot area
- Sidewalk gap from brick walkway to Adelaide Avenue adjacent to railroad tracks

Project H-2 Needed Next Steps	Responsible Party	Deadline
Task consultant with design and cost estimate for conversion of parking lot area adjacent to stage for pedestrian use	?	12/6/18
Task consultant with design and cost estimate for construction of brick walkway from ticket station to Adelaide Avenue adjacent to railroad tracks	?	12/14/18

*H-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. Further, discussions will be necessary between the Town and the owner of the railroad, Canonic Atlantic, to explore the possibility of constructing pedestrian crossings in the additional locations. Canonic Atlantic is planning on the railroad being reactivated at some point in the future, so appropriate safety measurements will be necessary should the crossings be approved.



<b>Project H-3 Needed Next Steps</b>	<b>Responsible Party</b>	<b>Deadline</b>
Discuss desired crosswalk locations with Chris Isdell of VDOT	C. Smith	12/14/18
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	?	12/14/18
Solicit written commitment from Town to apply for funds and commit needed matching funds.	?	12/14/18
Discuss crosswalk logistics over railroad with A-N Transportation District Commission/Canonie Atlantic and solicit written permission for establishing permanent crossings at desired locations. (next ANTDC meeting scheduled Dec. 4 and Jan. 1(?))	?	1/1/18
Task consultant with design and cost estimate for construction of brick or painted crosswalks at desired locations	?	12/14/18

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

**I. 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 I 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	12/14/18
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.	?	12/14/18
Solicit written commitment from Town to apply for funds and commit needed matching funds.	?	12/14/18
Task consultant with design and cost estimate for construction of brick or painted crosswalks at desired locations	?	12/14/18

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

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

Project J Needed Next Steps	Responsible Party	Deadline
Attain recommendations for actions from VDOT	F. Russell, C. Smith	12/14/18
Task consultant with design and cost estimate for traffic calming actions	?	12/14/18
Solicit written commitment from Town to apply for funds and commit needed matching funds.	?	12/14/18

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

**K. Establish Additional Parking** – Staff has been unsuccessful to date with attempting to contact the property owners of the vacant parcels desired for parking.

Project J Needed Next Steps	Responsible Party	Deadline
Contact property owner of T-shirt factory parcels to discuss plans for property and interest in working with Town on property via easement or acquisition	?	12/14/18
Contact property owner of T-shirt factory parcels to discuss plans for property and interest in working with Town on property via easement or acquisition	?	12/14/18
Task consultant with design and cost estimate for traffic calming actions	?	12/14/18

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

**L. Wayfinding Signage** – Preference is for Victorian-themed, two-sided signage that incorporates the town logo.



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

**M. 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.



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

**N. Upgrade Existing Street Lighting** – Preference is for Victorian-themed lighting.



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

**O. Electric Vehicle Charging Stations** – Staff learned that Tesla is installing charging stations in Salisbury and Kiptopeke State Park. Staff have had difficulties soliciting a response from Tesla but fear that our requests are lower priority due to the proximity of the others. There are other options for establishing charging stations but they must be purchased unlike the Tesla stations.

**Staff requests guidance from the Committee regarding the prioritization of this project.**

**P. 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 H.

**Staff requests guidance from the Committee regarding the prioritization of this project.**



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

**Staff requests guidance from the Committee regarding the prioritization of this project.**

Table 1 will be presented during all Committee meetings with the intent that it be filled in with input from the hired 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>
<b>A</b>	Public Stage	???	???	???	???
<b>B</b>	Authentic Railcar (for small business)	???	NA	???	???
<b>C</b>	Railcar Kit(s) (for lodging or business)	Minimum \$4k/kit	NA	Minimum \$4k/kit	???
<b>D</b>	Water Fountain/Splash Pad	Minimum ≈\$75k	Minimum ≈\$75k	???	???
<b>E</b>	Informational Kiosk	???	???	???	???
<b>F</b>	Public Outdoor Art (sculptures, signs, etc.)	???	???	???	???
<b>G</b>	Upgraded Pedestrian Corridor	???	???	???	???
<b>H</b>	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
<b>I</b>	Establish New Crosswalks	???	???	???	???
<b>J</b>	Traffic Calming on Roads	???	???	???	???
<b>K</b>	Establish Additional Parking	???	???	???	???
<b>L</b>	Wayfinding Signage	???	???	???	???
<b>M</b>	Historic Interpretive Signage	???	???	???	???
<b>N</b>	Upgrade Existing Street Lighting	???	???	???	???
<b>O</b>	Electric Vehicle Charging Stations	\$6-12k/station	\$6-12k/station		
<b>P</b>	Enhance Existing Sidewalks	<ul style="list-style-type: none"> <li>• Bennet St. (\$???)</li> <li>• Dunne Ave. (\$???)</li> </ul>	???	??? (20% local match if use TAP)	VDOT maintenance funding or TAP
<b>Q</b>	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 now 30 blighted properties eligible for participation in the FIP. The number increased by two from last month's total of 28 with the addition of Floral Express which had been incorrectly reported as not-blighted and with the addition of Violet's Stitches, whose status was upgraded from having potential structural issues to eligible for FIP when the identified potential structural issues were remediated. There have been four completed commitment forms to date. Accomack County indicated that it would not complete the participation form for the Public Library after consulting legal counsel. The County indicated that the facade improvements would be completed without assistance from the grant.

### **Physical Improvement Plan Consultant Hiring**

The consultant interview subcommittee has reviewed and scored proposals and interviews have been held for the needed work. Updates will be provided during the meeting concerning next steps for this process.