



**BICYCLE & PEDESTRIAN SUBCOMMITTEE  
OF THE TRANSPORTATION SAFETY & ADVISORY COMMISSION  
CITY OF HARRISONBURG, VIRGINIA**

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**TO:** Bicycle & Pedestrian Subcommittee Members

**FROM:** Thanh Dang, Public Works Planner

**DATE:** April 23, 2012

**RE:** Bicycle & Pedestrian Subcommittee Agenda for Monday March 26, 2012

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The Bicycle & Pedestrian Subcommittee met on Monday March 26, 2012, at 6:00pm in the Community Development classroom, 409 South Main Street, Harrisonburg. Meetings are always open to the public and citizens are encouraged to attend.

Members present included: Thomas Jenkins, Charlie Chenault, and Paul Johnston.

Advisory members, and guests present included: Thanh Dang (Public Works), Dan Fudala (Parks & Rec), Officer Greg Deeds (Police), Travis Layman (Rockingham Co BAC, SVBC Board), Rob Alexander (JMU, resident), Suzi Carter (Northend Greenway), Vicky Heitsch (resident), and Robert Heitsch (resident).

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*Welcome*

**1. Bicycle & Pedestrian Information Toolbox Update**

An overview of the Bicycle & Pedestrian Information Toolbox was presented. The box is a portable cardboard bankers box that contains information on area bicycling, bicycle and pedestrian safety information, maps, business cards, signup sheets, and a powerpoint that any interested can borrow. The information contained in the box can be taken to present to churches, rotary clubs, community groups, school groups, etc. The template powerpoint can be modified by the presenter to fit their needs.

Thomas Jenkins recently presented to Harrisonburg Rotary at Spottswood Country Club to a group of 150 people. He did a 20 minute presentation followed by a questions and answer session. He spoke primarily about what is happening in Harrisonburg, in terms of walking and bicycling.

Thanh Dang had also recently presented to Safe Kids of the Central Shenandoah Valley to a group of about 15 people for about 20 minutes, and spoke also about what is happening in Harrisonburg and what initiatives there are to educate the public with safety information.

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There was discussion about the City Parks & Recreation survey that had been done for the Parks & Recreation Master Plan in 2003. There was a phone survey conducted which asked citizens about their use of park facilities for walking and biking. It was suggested that this statistic be included in the toolbox.

The toolbox is available for anyone in Harrisonburg or Rockingham County to checkout. It can be checked out by contacting Thanh Dang at [Thanh.Dang@harrisonburgva.gov](mailto:Thanh.Dang@harrisonburgva.gov).

### **1. Bicycle Counts Project Update**

Thanh Dang gave an overview of the planned Bicycle Counts project. A group of volunteers met with Thanh in February to plan for a bike count. The bike counts will follow the procedures set forth by the National Bicycle & Pedestrian Documentation Project (<http://bikepeddocumentation.org/>). The group decided that a pilot/practice bike count would be conducted on April 18<sup>th</sup> at four (4) locations in the area –in the City at Chicago Avenue, in Rockingham County on Route 42 (between city limits and Dayton), on JMU Campus on Bluestone Drive, and on EMU Campus on Park Road. Four volunteers will be needed for this pilot/practice count. Information and experience collected from this count will be used to prepare a much larger count in September.

The group would like to identify 20 or more sites in the City and County to conduct bicycle counts at. The group's ability to do a lot of count locations will be contingent upon the number of volunteers available. Questions about this project should be directed to Thanh Dang at [Thanh.Dang@harrisonburgva.gov](mailto:Thanh.Dang@harrisonburgva.gov).

### **2. Letter of Support Requested for Safe Routes to School Grant for Stone Spring Elementary School (Attachment A)**

Thanh Dang presented that she has been working with administrators and parents at Stone Spring Elementary School on the school's Travel Plan, in preparation of applying for Safe Routes to School grant funding from the Virginia Department of Transportation. Proposed are new sidewalks on the east side of Peach Grove Avenue between King Edwards Way and Decca Drive, a traffic and pedestrian signal at Peach Grove Avenue and the school entrance, extension of about 40-ft of sidewalk on the school property with ADA ramp, and a section of sidewalk on the west side of Peach Grove Avenue between the four (4) homes south of the school entrance to the school entrance.

A letter of support was requested from the Bicycle & Pedestrian Subcommittee and the Subcommittee approved the letter.

### **3. Safe Routes to School future projects – Thomas Harrison MS, Spottswood ES, Harrisonburg HS, Skyline/Smithland Schools.**

Thanh Dang presented that the City has been actively working with Stone Spring Elementary School for the next round of Safe Routes to School grant applications. Stone Spring ES was selected primarily because the assistant principal had contacted Ms. Dang with interest and willingness to commit in the development of the School's Travel Plan, surveys, parent involvement, etc. required for the application.

Thanh has also received requests from parents at Spottswood Elementary School and Thomas Harrison Middle School for the following round of grants. Additionally, the Subcommittee has been working with property owners around the Thomas Harrison MS area.

Grants are subject to a maximum of \$500,000 per locality per grant cycle. Each of the past projects completed by the City has requested the maximum grant amount. Therefore, it is recommended that only one school be selected next. The School Travel Plan takes about 12 or more months to complete, and must be completed prior to applying for grant funding.

There was discussion about the recent land donation from Dr. & Mrs. Cale between Thomas Harrison Middle school and Westover Park and the desire to get the project on the ground as soon as possible. There was also a comment made that more students would benefit from a project around Thomas Harrison Middle School. Another person noted that Thomas Harrison MS is separated from the residential areas and the only public access is by West Market Street. The Subcommittee has also been in contact with Principal Dunnenberger at Thomas Harrison Middle School.

The Subcommittee was asked to think about which school they might recommend to apply for Safe Routes to School funding for following Stone Spring ES's application. The Subcommittee members agreed that it would be best to wait on making a decision until a decision *must* be made. At that time secured right-of-way, and how community commitment to participate in the grant process can be evaluated. In the meantime, Thanh will contact parents who have expressed interest around Spottswood ES and to ask them to ask their school's principal to contact Thanh with interest.

Vicky Heitsch noted that there were only two ways to get to Harrisonburg High School, by West Market Street to Garbers Church Road or by Erickson Avenue to Garbers Church Road. There is not a safe way for son to bike to school from their neighborhood (Pleasant Hill Acres). She asked if while the City was doing work for the waterline on Erickson Avenue if temporary measures could be installed to accommodate bicycling until the road widening project occurs in the future. Thanh thanked Vicky for calling and sharing her suggestion the week before, and noted that Drew Williams is looking into this as a possibility.

There was a suggestion for the Subcommittee to reach out to the First Tee program at Heritage Oaks Golf Course and see if they would support walking and biking paths to connect neighborhoods to the golf course. A suggestion followed that the Bicycle & Pedestrian Information Toolbox could be presented to First Tee.

The group discussed needed improvements to Country Club Road to provide better access for students wishing to walk and bike to Smithland and Skyline schools from Country Club Court and the trailer park. Currently, there are no sidewalks or wide shoulders on Country Club Road. There are concepts in the Comprehensive Plan for improving Country Club Road to add sidewalks and bike lanes, however, there is no project planned in the immediate future due to other road improvement projects currently under construction or design (Erickson Avenue-Stone Spring Road, Reservoir Street, and Chicago Avenue).

#### **4. Trails Locator Signage Standards Completed**

Thanh Dang noted that Trails Locator Signage Standards have been developed for use on trails and shared use paths in the City of Harrisonburg. This document is provided in Attachment B. These signs will be installed with new trail and shared use path projects. Dan Fudala is currently working on installing the signs at Rocktown Trails in Hillandale Park.

#### **5. Update for projects under design/construction (Attachment C)**

Thanh Dang reviewed the projects listed in Attachment C.

Rob Alexander asked if there were opportunities to make stormwater improvements with the sidewalk projects. Thanh answered that there are opportunities, but there are also challenges. Challenges include the source of funding for sidewalk projects would not cover stormwater improvements, other funding sources can be sought but the grant timelines may differ causing coordination challenges, but perhaps the most difficult challenge is that there often is not enough room (property owned by the city) to do both sidewalk and stormwater retrofits and private property owner buy-in is needed. However, Thanh was interested to explore this idea with Rob further. Rob added that he and his students (at JMU) may be able to assist with researching funding and other opportunities.

Suzi Carter introduced herself as the Northend Greenway's recently hired Outreach Coordinator. She will be working on outreach and fundraising for the project. Suzi stated that the group is working heavily on Phase I of the Northend Greenway which is a trail extending from Park View area to the Washington Street area, following much of Blacks Run's alignment.

#### *Other Business/ Announcements*

6. **Confident City Bicycling (Traffic Skills 101) Class in Charlottesville, April 6 & 7,**  
[http://www.cvillebikelab.com/wp/?page\\_id=88](http://www.cvillebikelab.com/wp/?page_id=88)
7. **SVBC & IMBA Trail Presentation & Training – April 13 & 14,**  
<https://www.imba.com/civicism/event/info?id=200&reset=1> .
8. **Bike Rodeo at Rocktown Trails – May 19,** <http://www.harrisonburgva.gov/bike-rodeo>
9. **May is Bike Month**

Suzi Carter and Thomas Jenkins will be gathering information about Bike Month related events in the community through mid-April. Please contact them at [suzi@northendgreenway.org](mailto:suzi@northendgreenway.org) and [tj@shenandoahbicycle.com](mailto:tj@shenandoahbicycle.com) if you have information to share or if you are interested in helping to sponsor an event.

Carl Droms, Anne Lorimer, and Tim Godshall are coordinating the Bike to Work Day even ton May 18<sup>th</sup>. More information about Bike to Work Day at <http://www.hburgbike2work.org/>.

#### **10. Student Advisory Group**

Vicky Heitsch suggested that a student advisory group from the K-12 grades be formed to meet with the Bicycle & Pedestrian Subcommittee a few times a year. The group discussed that this student advisory group might be formed out of student council groups.

*Next Meeting: May 21, 2012 (**NOTE THIS IS THE 3<sup>RD</sup> MONDAY**, not the usual 4<sup>th</sup> Monday) at 6pm in the Community Development Classroom, 409 South Main Street*

*Adjourned*

**Attachment A: Draft Letter of Support for Safe Routes to School Stone Spring Application**

**HARRISONBURG BICYCLE & PEDESTRIAN SUBCOMMITTEE**

**OF THE TRANSPORTATION SAFETY & ADVISORY COMMISSION**

March 26, 2012

Robert J. Williams  
Safe Routes to Schools Program coordinator  
Virginia Department of Transportation  
1401 E. Broad St.  
Richmond, VA 23219

SUBJECT: Support for Stone Spring Elementary School Safe Routes to School Infrastructure Grant Application

Dear Mr. Williams,

The Harrisonburg Bicycle & Pedestrian Subcommittee strongly supports Stone Spring Elementary School's School Travel Plan and the City of Harrisonburg's application for the associated Safe Routes to School (SRTS) infrastructure grant.

The Bicycle & Pedestrian Subcommittee and its advisory members collaborated with the City and community members on the development of the City's Bicycle & Pedestrian Plan, adopted in 2010, which identifies infrastructure needs such as new sidewalks and bike facilities that will make walking and biking safer for children in our community. We have also helped past Safe Routes to School infrastructure projects succeed by doing outreach with neighbors, helping to answer their questions and address concerns they might have.

There are many infrastructure deficiencies that discourage non-motorized transportation around Stone Spring Elementary School, specifically hindering students living in the neighborhood across the street from safe opportunities to walk to school. Fortunately, these infrastructure deficiencies can be overcome fairly easily with appropriate funding, and we hope the funds from this grant will spur the appropriate improvements. It is anticipated that, with improved infrastructure, the number of students walking and biking to Stone Spring Elementary School will significantly increase.

Our Subcommittee members will gladly continue to provide additional support to the SRTS program.

Sincerely,

Thomas Jenkins, Chairman



City Of Harrisonburg, VA

# Standard Procedures for Trails Locator System & Signage

**Author:**

Thanh Dang

**Date:**

3/5/2012

 City Of Harrisonburg, VA	<b>Standard Procedures for Trail Locator System &amp; Signage</b>	Author: Thanh Dang Date: 3/5/2012
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### Revision History

Version	Updates	Author(s)
1.0	Initial version – 3/5/2012	Thanh Dang

 <p>City Of Harrisonburg, VA</p>	<p>Standard Procedures for <b>Trail Locator System &amp; Signage</b></p>	<p>Author: Thanh Dang Date: 3/5/2012</p>
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## **A. Overview**

The purpose of trail locator signage is to indicate an “address” for locations along trail corridors within the City of Harrisonburg. This locator system and signage is especially important in areas where a shared use path or singletrack trail travels through relatively remote areas and where there is not an associated street address nearby.

The trail locator system address may be used to convey information to the Emergency Communications Center (ECC) and emergency personnel responding to emergencies. It may also assist with reporting and tracking of maintenance needs along paths and trails.

## **B. Strategy**

Representatives from the City of Harrisonburg’s Departments of Public Works, Parks & Recreation, Planning & Community Development, Harrisonburg Fire Department, Harrisonburg Police, City Manager’s Office, and the Harrisonburg-Rockingham Emergency Communications Center were tasked with developing a standard for the trails locator system and signage to be installed along existing and new shared use paths and trails.

New trails should include the purchase and installation of new signage within the project’s construction budget. It is anticipated that new signs for existing shared use paths and trails will be programmed into the budgets of the department currently responsible for those facilities as they are able.

## **C. Definitions**

*Shared use path* – A facility that is physically separated from motorized vehicular traffic by and open space or barrier. Generally, shared use paths are a minimum of 10-ft wide and have gravel or paved surface. Shared use paths may be used by bicyclists, pedestrians, skaters, wheelchair users, joggers, and other non-motorized users.

*Singletrack trail* – A trail only wide enough for one user to travel. Oftentimes, these trails are not graveled or paved.

*Trails* – Defined by the Virginia Outdoors Plan as “A linear corridor, on land or water, with protected status and public access for recreation or transportation (excluding scenic byways and highways).” For the purposes of this document, shared use paths and singletrack trails will be referred to as “trails”.

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## II. General Procedures and Roles

### A. Signage Design Standard

The following design standard shall be applied to new trail locator signs installed on city trails.

1. Signs would be made of flexible fiberglass posts that are 66" tall and brown in color.
2. A reflective sticker with green background and white text will be used.
3. The sticker is approximately 7-1/4" tall by 3-1/16" wide. All stickers will have the same "YOUR 911 LOCATION" text as illustrated in Figure 1. Sample Trail Locator Signage. The bottom half of the sticker will indicate the location's address.
4. Each post will have two stickers; one on each face of the post.



Figure 1. Sample Trail Locator Signage

The Public Works' Traffic Engineering Division is available to create the stickers. The flexible fiberglass post may be ordered from a vendor.

### B. Addressing and Location Selection

All new trail names should be developed using Rockingham County's "Street Naming Manual" (<http://www.rockinghamcountyva.gov/webimages/rd&subd.pdf>) to avoid potentially confusing situations for emergency responders. The Engineering Technician in Community Development is responsible for verifying new trail names. Trail names should be submitted to the Engineering Department during preliminary trail planning to insure that requested names are available.

All trails will be addressed by 3 letter names and a whole number. For example, a trail named "Let It Flow" would be identified as "LIF". "LIF" would be used as the identifier for all locations along that trail, similar to a street name. Each sign would also have a location number, similar to a house number. For example, "LIF 100" means that the sign is at "Let It Flow, location 100."

For shared use paths, trail locator signs will be placed ever 1/10<sup>th</sup> of a mile and addressed accordingly. The City's GIS Coordinator will be responsible for numbering along the trail and conveying this information to the trail project manager. The GIS Coordinator will also add that information to the ECC's computer aided dispatch (CAD) system.

For singletrack trails, the address of each sign post will be determined following installation of posts. To reduce the potential for visual sign pollution and maintenance liability, intersections

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will generally serve as emergency locator locations. Additional locators may be added between intersections on singletrack trails as needed. Generally, Parks & Recreation will take the lead on selecting locations and installation of signs on singletrack trails. The sign locations will be reviewed by Fire and Police Departments. Following approval, the City's GIS Coordinator will GPS each location, assign each location an address, and add that information to the emergency communications center's computer aided dispatch (CAD) system.

Where two trails intersect, the dominant facility's address will be used at that location. This is similar to a house located at a corner lot; its address is associated with one street.

**C. Installation of Signage**

On shared use paths, posts are to be installed every 1/10<sup>th</sup> of a mile.

On single track trails, posts will be installed as needed, and as determined by the Departments of Parks & Recreation, Fire, and Police.

Flexible fiberglass posts may be installed using a standard post driver and pilot hole driver.

New trails should include the purchase and installation of new signage within the project's construction budget.

It is anticipated that new signs for existing trails will be programmed into the budgets of the department currently responsible for those facilities as they are able. There is no schedule established for the installation of trail locator signage on existing facilities.

**D. Long-Term Maintenance**

Long-term maintenance of signage is important and the responsibility for maintenance will be determined with the development of new shared use path and trail projects.

**E. Cost Estimate**

For reference, these cost estimates are provided based on information collected between August and December 2011.

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Table 1. Cost per sign.

Item	Cost	Notes
Flexible Fiberglass Marker (sign post)– Dual-sided, 66", brown.	\$10.00 each when more than 100 ordered	Examples: - <a href="http://www.carsonite.com">http://www.carsonite.com</a> – Dual-Sided Trail Marker <a href="http://www.rockartsigns.com/">http://www.rockartsigns.com/</a> - Dual-Flex Fiberglass Marker <a href="http://www.acpinternational.com/">http://www.acpinternational.com/</a> - Flexible Line Marker
Material for Sticker	\$4.00 for two stickers per post	Source: City Public Works
Labor for Sticker	\$25.00 for two stickers per post	Source: City Public Works†
Labor for Installation	\$2.50 - \$8.50 per sign	‡
<b>TOTAL ESTIMATE COST PER SIGN</b>	<b>\$41.50 - \$47.50</b>	

† includes time spent applying sticker to post.

‡Cost estimates for installation vary depending upon geology. It is estimated that it may take between 5-10 minutes per sign to install in soft soil, and 15-20 minutes to install for rocky areas. This time does not include distance crews must travel to install the signs.

Table 2. Other Costs

Item	Cost	Notes
Standard Post Driver	\$110.00	
Pilot Hole Driver	\$150.00	

## F. Other Considerations

Information about the trail locator system and signage should be made available at kiosks located at all available trail heads. The information should include a graphic representation of the sign and explain what each piece of text means.

## **Attachment C: Update on City Projects under design and construction**

For the March 27, Bicycle & Pedestrian Subcommittee meeting:

### PROJECTS UNDER CONSTRUCTION, OR SOON TO START CONSTRUCTION

- East Market Street Sidewalk Phase III – Construct a 5-ft wide sidewalk with 3-ft grass strip on south side of East Market Street between University Boulevard and Evelyn Byrd Avenue. Estimated cost: >\$247,349. Funded by VDOT Highway Safety Improvement Program.
  - UPDATE: Construction bids received and A&J Construction & Development was selected. Construction to begin April 1, 2012 and to be completed August 31, 2012.

### PROJECTS UNDER DESIGN/ PLANNING

- Bluestone Trail Phase I – Construct a 10-ft wide shared use path between Port Republic Road at Bluestone Drive to Wellness Drive off Berry Road. Estimated cost: Being developed. No funding for construction yet available.
  - UPDATE: City Council endorsed the alignment at the December 13, 2011 meeting ([video streaming](#)). On call engineering consultant, McCormick Taylor, tasked to work on engineering design for the Bluestone Trail and is currently developing a scope of work. Public meeting to be hosted in 2012. Anticipated engineering to be completed by early 2013. City submitted application for DCR Land & Water Conservation Grant and will work on application for VDOT Recreational Access Program grant.

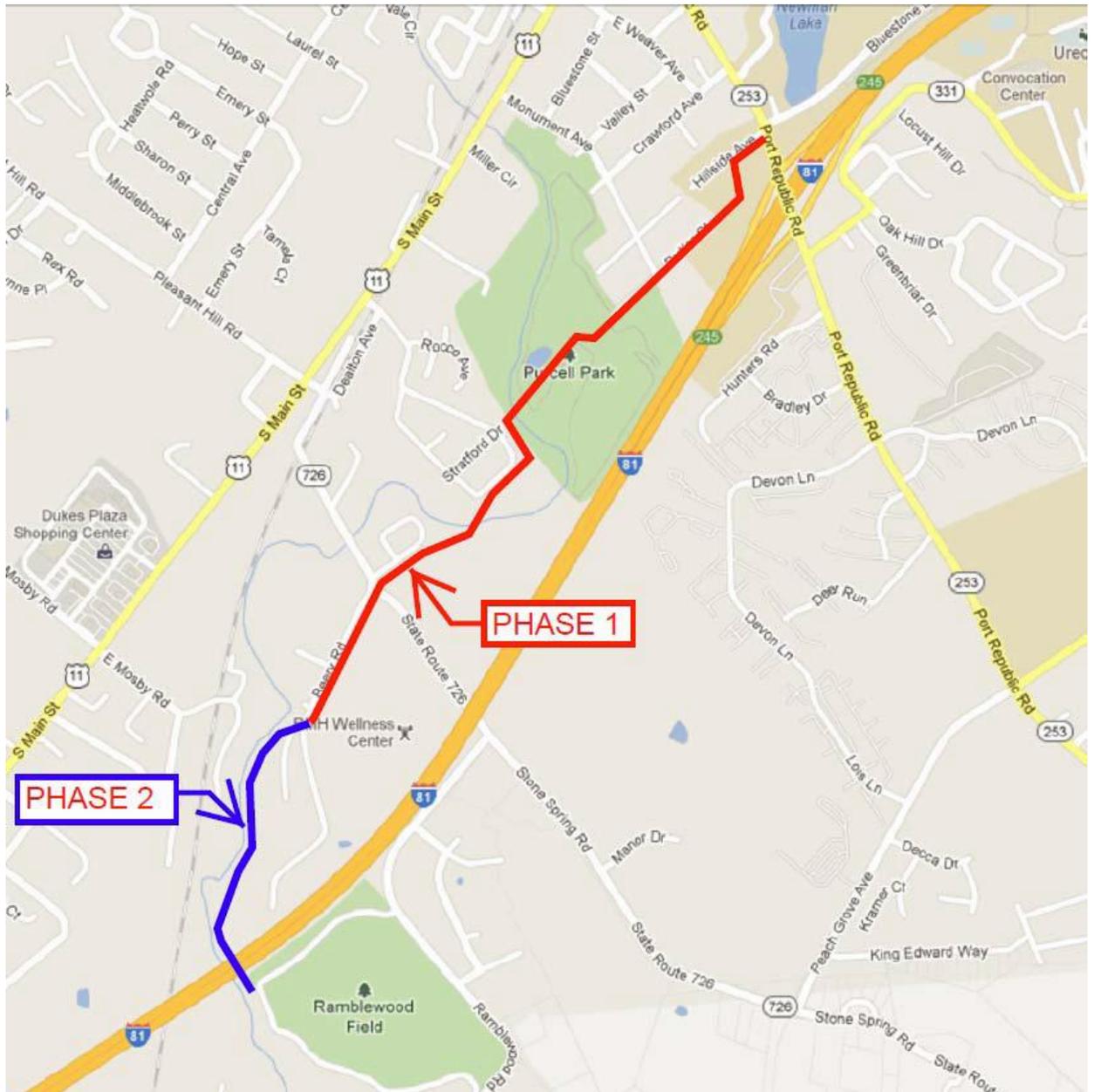


Figure. Map of Bluestone Trail from McCormick Taylor Scope of Work. Engineering and environmental review of Phase 1 underway. Phase 2 environmental review will also be completed at this time. Additional phases of Bluestone Trail further south not shown on this map.

- Cale Trail – Shared use path to connect Thomas Harrison Middle School and Westover Park through the former Cale property that was donated to the City by Dr. William Cale and Mrs. Susan Cale.
  - UPDATE: City staff and Shenandoah Valley Bicycle Coalition representatives working on concept to extend trail to Community Activities Center, are exploring trail surface options, and plans for developing the trail. No funding yet available for construction.
- Chicago Avenue/Mt. Clinton Pike Walking Path (Temporary Improvements) - Construct and

delineate a level, hard-surfaced walking path on the west side of Chicago Avenue from Greystone Street to Mt. Clinton Pike and on Mt. Clinton Pike from Park Road to the Common Grounds shopping center. The walking path will be between 3-5 ft wide.

- UPDATE: Construction of walking path on Chicago Avenue to begin in Spring/Summer 2012.
- East Market Street Sidewalk Phase IV – Construct a 5-ft wide sidewalk with 2-ft grass strip on south side of East Market Street between Carlton Street and 400' north of Hawkins Street. This project will also include pedestrian signals at the intersections of East Market Street with Carlton Street and Hawkins Street/Vine Street. Estimated cost: greater than \$ 400,000. Funded by VDOT Highway Safety Improvement Program.
  - UPDATE: Surveying and engineering design underway by city staff.
- Safe Routes to School: Waterman Elementary School – Sidewalks on west side of Chicago Avenue between 2<sup>nd</sup> Street and Rockingham Drive, bike lanes on Chicago Avenue between Gay Street and Rockingham Drive, sidewalk on south side of 3<sup>rd</sup> Street between Collicello Street to Stuart Street, sidewalk on east side of Stuart Street, sidewalks on both sides of Virginia Avenue from about 2<sup>nd</sup> Street to 5<sup>th</sup> Street. Estimate cost: >\$500,000. Funded by VDOT SRTS Program and city funds.
  - UPDATE: Engineering design continues by city staff. Request for right-of-way and temporary construction easement donations continue. Project construction start date hoped for Summer/Fall 2012.
- Thomas Harrison Middle School to Wyndham Woods shared use path – Construct a path from Wyndham Wood Drive to Thomas Harrison Middle School and West Market Street. This project is in the planning phase and is not yet funded.
  - UPDATE: Thanh called property owner on March 22, 2012 to inquire of their interest to donate land to the City for the connection. Under consideration.
- University Boulevard Sidewalk: Construct sidewalks along the north side of University Boulevard between East Market Street to Evelyn Byrd Avenue, and a portion of Evelyn Byrd Avenue on the west side between University Boulevard and the existing sidewalk.
  - UPDATE: Right-of-way with all but one of the property owners has been cleared. Public Works staff continues discussions with this property owner.