



Community Development / Streets and Utilities

MEETING AGENDA

Berryville-Clarke County Government Center
101 Chalmers Court, Second Floor
AB Meeting Room
Regular Session

June 23, 2026

3:30 PM

Item	Page
1. Call to Order	
2. Approval of Agenda	
3. Unfinished Business	
Park Mobile app-based parking	2
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5. Other	
6. Adjourn	

1. [ParkMobile](#)
2. [HONK Mobile](#)
3. [Flowbird](#)

Flowbird is included as the third vendor because, unlike many app-only providers, it offers both mobile payment software and physical parking hardware (meters/pay stations), making it a common municipal competitor to ParkMobile.

I. Implementation Costs

ParkMobile

ParkMobile typically operates with little or no upfront software licensing cost for municipalities. The company often recovers costs through convenience fees charged to users and negotiated transaction sharing. Municipalities generally pay for:

- Signage installation
- Back-office integration
- Enforcement integration
- Optional custom branding

ParkMobile states it integrates with most existing meter and enforcement technologies.

Typical municipal startup cost:

- \$0-\$10,000 for small deployments
- \$10,000-\$50,000 for larger deployments with integrations

HONK

HONK's primary selling point is reducing municipal hardware investment. Their platform is designed to function with QR codes, license plate entry, and text-to-pay services.

Typical startup cost:

- Often \$0-\$5,000
- Mostly signage and setup
- Lowest implementation cost of the three

Flowbird

Flowbird offers both mobile payment and physical parking infrastructure.

For municipalities replacing meters, pay stations, or moving to pay-by-plate systems, Flowbird frequently becomes the turnkey provider. New York City selected Flowbird to support its large-scale pay-by-plate conversion.

Typical startup cost:

- Mobile-only deployment: \$5,000-\$20,000
- Meter replacement projects: \$100,000 to several million depending on scale

II. Signage Requirements

ParkMobile

ParkMobile provides standard signs and meter stickers at no cost in many municipal agreements. The company specifically notes free standard signage and stickers tied to the number of spaces deployed.

Typical signage:

- Meter decals
- Zone number signs
- QR code signs

HONK

HONK relies heavily on:

- QR codes
- License plate entry
- Text-to-pay signs

Generally fewer signs are needed than ParkMobile because there is less dependence on meter identification.

Flowbird

Flowbird uses:

- QR codes
- Pay-by-plate signage
- Meter/pay station instructions
- Text-to-pay signage

Flowbird also supports text-based payment without requiring app downloads.

III. Citizens Without Smartphones

This is where many municipal projects fail politically.

ParkMobile

Options:

- Existing physical meter
- Kiosk
- Call center support

Weakness:

- Mobile app is primary user experience.

If meters are removed entirely, elderly residents may struggle.

HONK

HONK supports:

- QR codes
- Browser-based payments
- Text-to-pay functionality

No app download required in many deployments.

Flowbird

Strongest accessibility profile.

Supports:

- Physical pay stations
- Mobile app
- Web payment
- Text-to-pay
- Pay-by-plate systems

Flowbird specifically markets multiple payment channels for users.

IV. Existing Meter Compatibility

ParkMobile

This is arguably ParkMobile's strongest feature.

ParkMobile lists integrations with:

- IPS Group
- CivicSmart
- Mackay
- Cale
- Parkeon
- T2
- Numerous enforcement systems

Meaning many existing municipal meters can remain in place.

HONK

Generally overlays existing infrastructure rather than integrating deeply.

Good for:

- Lots
- Downtown parking districts
- Smaller municipalities

Less robust for legacy meter environments.

Flowbird

Excellent if municipality already owns:

- Flowbird hardware
- Parkeon hardware
- Pay stations

Can also replace obsolete infrastructure.

V. Revenue Sharing Models

This area varies significantly by contract.

Most municipal agreements fall into one of three models:

Model A – Consumer Fee Pays Everything

Most common.

Example:

Parking Fee: \$2.00

Consumer Pays:

- \$2.00 parking
- \$0.35–\$0.65 convenience fee

Municipality receives:

- Full \$2.00

Vendor receives:

- Convenience fee

Advantage

No municipal expense.

Disadvantage

Public complaints.

Model B – Shared Transaction Fee

Example:

Parking Fee: \$2.00

Consumer pays:

- \$2.00

Vendor receives:

- 5%-15% of transaction

Municipality receives:

- Net proceeds

Advantage

Better citizen experience.

Disadvantage

Reduces parking revenue.

Model C – SaaS Subscription

Municipality pays:

- Annual software fee
- Monthly platform fee

No convenience fee charged to public.

Advantage

Best public acceptance.

Disadvantage

Budget impact.

VI. What Costs Get Passed to Citizens?

Cost Type	ParkMobile	HONK	Flowbird
Convenience Fee	Usually Yes	Usually Yes	Often Yes
Text-to-Pay Fee	Sometimes	Sometimes	Sometimes
Credit Card Fee	Often bundled	Often bundled	Often bundled

Cost Type	ParkMobile	HONK	Flowbird
Parking Rate	Municipality controls	Municipality controls	Municipality controls
	HONK explicitly states some operators apply service or convenience fees to fund the mobile platform.		

VII. Enforcement Considerations

All three systems support:

- License plate enforcement
- Pay-by-plate
- Digital permit verification

ParkMobile has one of the broadest enforcement integration ecosystems available. For a police department or code enforcement office, this can reduce officer workload because officers verify payment through LPR or handheld devices rather than checking meter receipts.

Lowest Cost Option

HONK

Best when:

- No desire to replace meters
- Limited capital budget
- Quick deployment desired

Best Overall Municipal Solution

ParkMobile

Best balance of:

- Citizen familiarity
- Existing meter integration
- Enforcement integration
- Minimal infrastructure changes

Best Long-Term Modernization

Flowbird

Best if the town plans to:

- Replace aging meters
- Move to pay-by-plate
- Modernize downtown parking over 10–15 years

Questions to Ask Every Vendor During Procurement

1. What are all citizen-facing fees?
2. Can fees be eliminated?
3. What percentage of revenue is retained by the vendor?
4. What meter brands are supported?
5. What enforcement software integrations exist?

6. What ADA accommodations are available?
7. What payment methods exist without a smartphone?
8. Who provides signage?
9. Who installs signage?
10. What are the total 5-year costs, including transaction fees?

For Berryville, ParkMobile is usually the lowest-risk procurement choice because many residents already recognize the platform, while Flowbird is often the better choice if the town intends to replace physical parking infrastructure as part of a broader long term plan.

Park Mobile Demo

I had an opportunity to speak with Park mobile. They are the leading provider for parking alternatives.

If we decided to go with Park Mobile, there would be no setup cost or implementation fees involved.

Park Mobile provides signage for the municipality, with the expectation that the Town would install those signs.

The signage would incorporate a QR code that takes parking users to a mobile app to pay for parking.

The fees are as follows:

- \$0.45 charge per transaction charged to parking users.
- 3% of the transactions to process the credit cards if they are MOR.
- Park Mobile also keeps \$0.20 per transaction as a platform fee.

If someone wishing to park did not have a smart phone, there is a (800) number they could call and pay over the phone.

Generally, signing up involves a three-year contract and the rates and zones can be changed as needed

Honk Demo

I participated in a demo with Honk. There fees are as follows:

- Fees: \$0.45 per transaction
- 2.9% + \$0.30 (if HONK is Merchant Of Record)
- signage is included
- 3-4 week implementation

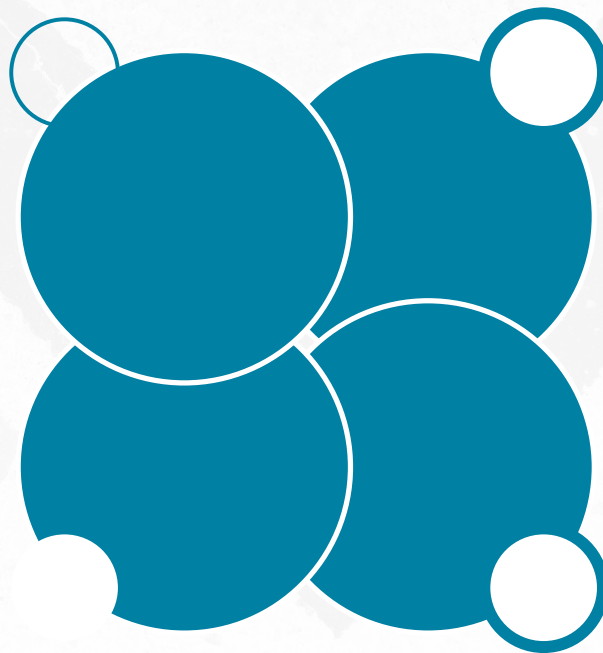
Freebird

I have not had a chance to demo Freebird yet, so I am not sure about theirs.

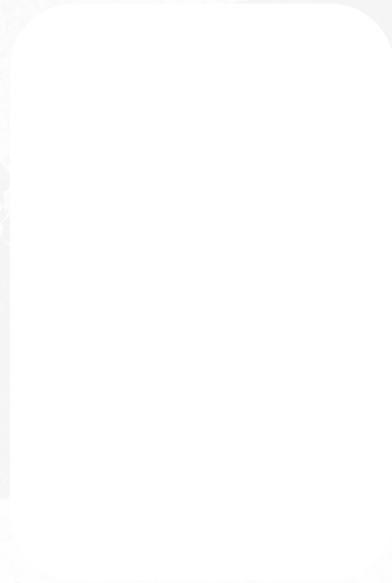
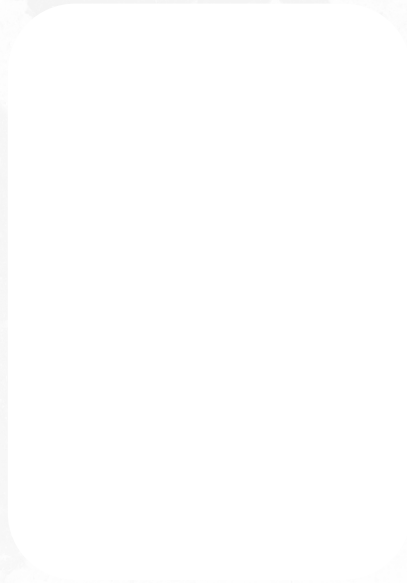
About HONK



Why HONK?



Trusted by industry leaders

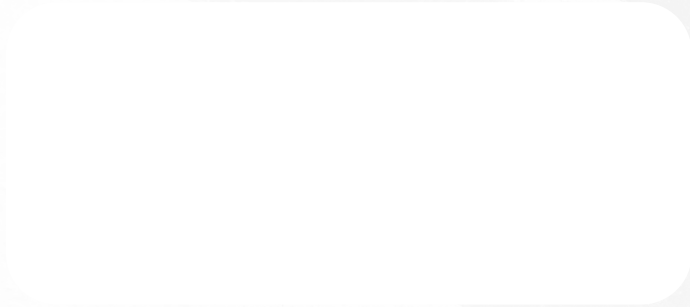


Industry-leading security & compliance standards



Our integration partners

Flexible ways to collect payment



Daily parking tech that runs itself

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Effortless pre-book



TR HONK DEMO



Offer long-term and recurring permits



FlexP

Approve permit applications for residents and



Manage high-value permit groups

[Redacted content]

[Redacted content]

[Redacted content]

[Redacted content]

Merchant validation for retail and commercial



Configure flexible promo codes



Create and manage parking sessions



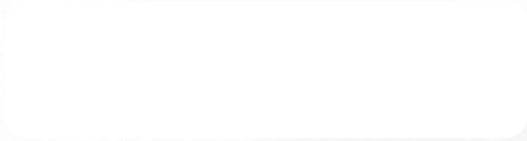
Mak

[Redacted]

[Redacted]

[Redacted]

Your customizable portal for pre-book



Turn parking complexity into one-dashboard



Payments in action: Signage in the wild

Managed parking in Ogden begins this month: Here's what you should know

[Downtown Ogden](#) has been at the forefront of several recent discussions. A destination known for its deep community roots and historic 25th Street, the city has made public transportation updates, finished the first installment of the new 800-space [Wonderblock parking garage](#) and rolled out a new [managed parking system](#).

Since the beginning of May, Ogden has held a trial period to educate drivers on how managed parking will work. On June 22, that trial period will end and full implementation, including enforcement, will begin.

Looking to shop and attend events in Ogden this year? Here's what you should know before you find a spot:

Where will paid parking be implemented?

Paid parking is being introduced in Ogden's highest-demand areas, including:

- 25th Street from Wall Avenue to Washington Boulevard
- Kiesel Avenue from 22nd Street to 24th Street
- 23rd Street from Grant Avenue to Washington Boulevard
- Electric Alley
- The Wonderblock parking areas

Spots involved in the rollout will feature a sign, as well as a nearby kiosk that accepts payments for those who choose not to use the Passport Parking app. There is also a text-to-pay option. Under the system, small fees may be charged to park in the highest-demand spaces, creating turnover and convenience for downtown patrons.

Is there any free parking in Ogden?

Free parking remains available and convenient throughout most of downtown on side roads, the Kiesel parking garage, and Union Station. **In paid zones, the first 15 minutes are free to facilitate quick pick-ups and drop-offs.** ADA parking remains free for two hours throughout downtown.

How will you pay for parking?

Spots can be booked and paid for using the [Passport Parking app](#). Using a smartphone, drivers can enter their zone number, reserve their space and extend their stay remotely. Those who prefer can also rent a spot through a nearby kiosk.

Where should you consider parking for local events?

As development on the Wonderblock space continues, the first parking garage is now available to the public. The eight-story building — which is located just off 26th Street on Grant Avenue — offers hundreds of spots for \$1/hour from 8 a.m. - 8 p.m.

The WonderBlock garage provides a large number of parking spaces in close proximity to key downtown destinations, making it a convenient option for major community events such as the [Farmers Market](#) and [Twilight Concert Series](#). Evening payment hours further support affordability and accessibility for visitors participating in downtown nightlife activities.

Because Wonderblock is connected to the Passport Parking app, drivers booking a spot in the garage can follow the same directions they would to reserve a spot on the street. Signs and zone numbers are posted on walls and columns as well, making a quick scan on a phone simple.

What's happening with local transportation?

As part of their efforts to improve public transportation, Ogden is excited to announce the two-year extension of zero-fare rides from the [FrontRunner station](#) to [Weber State University](#) and [Intermountain Health McKay-Dee Hospital](#) through [UTA's OGX bus route](#). Additionally, the city's [Greenbike Bike Share program](#) plays a central role in their goal of improving downtown navigation.

Why is managed parking being rolled out?

In order to begin the Wonderblock project, the city council under Ogden's previous administration voted in favor of accepting a bond — one with a covenant that required the design and implementation of a managed parking system. During a meeting on May 5, 2026, the current council collectively decided to approve the plans and rates put together by administrators and third parties.

What should I know about the Wonderblock?

As Ogden rolls out their new managed parking system, construction will continue on their Wonderblock project. When finished, the space will feature residential units, office space, retail environments, a grocery store, a 92-room boutique hotel and a second parking garage.

"What we love about the Wonderblock is that it resonates with Ogden's strong identity," said Mara Brown, Ogden's chief administrative officer. "We developed into a diverse and incredible city because we welcomed travelers and boasted a strong job market. Those qualities are more important now than ever for our future, and as we finish development, we look forward to showing our residents what this will do for our community."

Town Council Report

23 June 2026

Item Title

Community Traffic Calming

Prepared By

Jean Petti

Background/History/General Information

In May, the Streets & Utilities Committee reviewed the attached traffic calming options guide prepared by VDOT

Findings/Current Activity

Committee shall consider recommending a resolution adopting the Traffic Calming Guide as a protocol for Berryville.

Attachments

1. VDOT's Traffic Calming Guide for Neighborhoods

Sample Motion

I move that the Streets and Utilities Committee recommend that the Council of the Town of Berryville adopt VDOT's Traffic Calming Guide for Neighborhoods.

TRAFFIC CALMING GUIDE

FOR

NEIGHBORHOOD STREETS

**Virginia Department of Transportation
Traffic Engineering Division
Richmond, Virginia**

September 23, 2018
(Revises and replaces November, 2017 version)

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TRAFFIC CALMING GUIDE FOR NEIGHBORHOOD STREETS

I. INTRODUCTION & OVERVIEW

The “Traffic Calming Guide for Neighborhood Streets” (hereafter referred to as The Guide) replaces VDOT’s previous “Traffic Calming Guide for Local Residential Streets.” The Guide provides guidance and procedures for a local community to pursue traffic calming in their neighborhoods on streets maintained by VDOT.

The purpose of traffic calming is to lower vehicle speeds on neighborhood streets without restricting access. Traffic calming measures may also alleviate other issues such as cut-through traffic or through-truck traffic, where motorists or truckers, use neighborhood streets to avoid and bypass other nearby roads. Where there are persistent issues with through-truck traffic the “Through truck Restriction” program provides a process for restricting such traffic, (see <http://www.virginiadot.org/programs/is-VDOTCommunityPrograms.asp> for more information).

The Guide reflects a restructured process where local residents of the community, the Home Owners Association (HOA) or the Civic Association (CA) initiate a request for traffic calming and study. County or Town staff (where traffic calming is taking place within a town) work with the local community to conduct the traffic calming process, working through the Board of Supervisors or the Town Council, as appropriate. VDOT’s involvement focuses on confirming the appropriateness of the community efforts at critical points in the process and coordinating the implementation of the approved plan.

The Guide focuses on *existing* streets. Ideally, new residential developments would implement traffic calming concepts within the initial roadway design such as horizontal alignment shifts, narrower lanes etc. Various traffic calming measures in the Guide may be options as well. The design & review of development plans for new subdivisions should identify and address traffic management concerns and incorporate geometric designs and traffic calming concepts that make streets less desirable for speeding and cut-through traffic.

II. TRAFFIC CALMING –ROLES & PROCESS

Roles of Local Government, Community & VDOT

Local Government: County or Town staff (generally referred to as the Locality in the Guide) work with the local community and through the Board of Supervisors (BOS) or Town Council (where traffic calming is taking place within a town), to guide and implement the traffic calming process and plan development (Steps 1 – 6 in Figure 1).

VDOT: VDOT representatives confirm the eligibility and feasibility of streets proposed for traffic calming and the proposed traffic calming plan and; coordinates

implementation as appropriate (Steps 1, 3, 4, 7 and 8 in Figure 1). In Fairfax, Prince William, and Loudoun Counties, the Northern Virginia District Traffic Engineer's (DTE) office is the primary liaison for traffic calming. For all other areas of the state, the local Resident Engineer/Administrator (RA) is the primary liaison to the community for traffic calming; and coordinates with the DTE's office as appropriate for the various processes.

The Traffic Calming Process

The process for traffic calming is below (see Figure 1) with the details for each step laid out on the subsequent pages.

FIGURE 1 - THE TRAFFIC CALMING PROCESS



Step 1: Initial Contact & Review

To begin a traffic-calming project, local community members contact the BOS or the Town Council. The Locality confirms with VDOT that the street proposed for traffic calming meet the basic eligibility requirements for VDOT's traffic calming program, which are:

1. Street is in the state system of highways owned and maintained by VDOT.
2. Street is within a neighborhood setting where the residences and businesses face the street rather than reverse-frontage (where houses along a street do not face or generally have access to the street). A typical neighborhood street for traffic calming is a secondary road within a subdivision with a high density of residences and a functional classification of "local".
3. Street has a posted speed limit of 25 mph or less. Unposted, residential streets such as within a subdivision generally have a statutory speed limit of 25 mph however; the applicable speed limit must be confirmed with VDOT.

Step 2: Traffic Calming Study Request

After confirming the street meets the basic eligibility requirements for traffic calming, the Home Owners Association (HOA) or Civic Association (CA) gets approval from the Board of Supervisors or the Town Council to pursue traffic calming on the proposed street, conduct an engineering review and pursue a traffic calming study. If there is not an HOA or CA a minimum of 10 residents (or 10% of residents) along the street may secure approval from the BOS. Upon agreement by the Board of Supervisors or the Town Council to pursue traffic calming on the requested street, they proceed to Step 3.

Step 3: Engineering study/review

The Locality conducts an engineering review, speed study and traffic count as follows to determine if the street is suitable for traffic calming and document important related features.

- i. An engineering field review determines the suitability of the street for traffic calming considering the extent of horizontal curves and grades and any related sight distance issues, roadway drainage appurtenances, extent and location of road access points etc. that may affect the location, extent and type of traffic calming implemented.
- ii. A speed study determines the operating speed (typically via the 85th percentile method). In order to be eligible for further consideration of traffic calming the street must have an operating speed 10 mph or more above the speed limit (e.g. 35 mph or more where the speed limit is 25 mph) in at least one travel direction.
- iii. The level of traffic determines the type & extent of traffic calming considered. A traffic count is conducted to determine the average daily traffic (ADT) volume including both travel directions. A traffic count conducted for a period of 48-hours, on a Wednesday and Thursday is the common practice in order to capture the

average daily traffic. Traffic counts on other days of the week are more likely to represent non-typical traffic, particularly weekends.

- Streets with a daily traffic volume between 600 and 4,000 vehicles per day (VPD) are appropriate for consideration of the full range of traffic calming measures in the Guide.
- Streets with less than 600 VPD may be a consideration for some of the lower cost non-intrusive actions such as community education and the Additional \$200 Fine Signs. Other non-intrusive options can be quite costly such as community gateways, pavement marking schemes (depending on the type/extent of markings) and speed display signs.
- Where traffic volumes on the study street exceed 4,000 VPD the Additional \$200 Fine Signs or Speed Display signs can be used under the specific programs for those signs, outside the traffic calming program (see pp. 16-17). Some of the measures in the Guide can likewise be used on higher volume roads and may be options to pursue outside the traffic calming program as well. These are Corner Extension/Bulbouts, Chokers, Median Islands, On-Street Parking and Road Diets.

VDOT reviews the study results, confirms the appropriateness of the street for traffic calming and notes any items or limitations etc. that should be considered in developing the traffic calming plan.

Step 4: Traffic Calming Plan Development

The Locality, in coordination and consultation with VDOT, next develops a conceptual traffic calming plan following the requirements and considerations laid out in APPENDIX I: Development & Implementation of the Traffic Calming Plan. This section lays out the various considerations for the selection, location, installation, operation and maintenance aspects of the various traffic calming devices.

Agreement must be secured for each affected property owner of a residence or business where the physical location of a proposed traffic calming device or some portion (excluding warning signs posted for a device) lies within the roadway frontage of the property boundary. Note: the affected property owner may agree to the device affecting their property without agreeing with the entire traffic calming plan. Where a particular property owner does not concur with a particular device as it affects their property, other options such as shifting the location or proposing an alternate device should be considered.

Step 5: Community Support / Approval

Prior to soliciting community approval, the Locality identifies the survey area, coordinating with the local community, HOA, CA the District Supervisor's or Town Council and VDOT. The survey area comprises (i) residences and businesses on the street identified for traffic calming and (ii) residences and businesses on other streets

whose sole or primary access is the street identified for traffic calming and who would be considerably inconvenienced if they chose an alternate route.

The proposed traffic calming plan, along with the supporting information below, is presented or provided to the community within the survey area for their review for a sufficient period of time (a minimum of 30 days is suggested). This may be through a public meeting(s) and/or electronic/postal distribution, or some other means or combination thereof that serves to inform the community of the proposal.

Supporting Information:

- (i) A map that that indicates the location and approximate footprint of the proposed traffic calming devices along the street and the affected property boundaries.
- (ii) A map that indicates the survey area including residences, businesses and the connecting streets.
- (iii) Information about the nature and features of the proposed traffic-calming devices such as contained in the Guide.
- (iv) The process and procedures that will be used to measure and document community support (e.g. petition, ballot survey etc.).

To measure and document community support the Locality conducts a petition, survey, or other process that ensures the accurate measure and documentation of support.

The measure and documentation of support shall hold to the following:

- Only occupied residences or businesses in the survey area are included/counted in measuring and documenting community support (e.g. signing a petition for traffic calming, cast a ballot/vote etc.).
- Each residence or business address gets a single signature or ballot/vote etc. to indicate agreement or disagreement with the entire plan.
- More than 50% of the occupied residences or businesses in the survey area must support the traffic calming plan in order for the plan to be implemented.

Step 6: County Board of Supervisors or Town Council Endorsement

Upon approval by the community of the proposed plan, the BOS or Town Council endorses the plan by a resolution. The resolution should state the following:

- (i) The proposed Traffic Calming Plan was properly presented to the community in the affected survey area for their review and consideration
- (ii) The plan was subsequently approved by (indicate percentage) of the occupied residences and businesses within the appropriate surveyed area
- (iii) The intended source of funding (e.g. 50% secondary highway funds, 50% local funds).

The resolution and traffic calming plan is then conveyed to VDOT along with the following related documentation:

- (i) The engineering study/review
- (ii) A map depicting the streets and residences identified as part of the survey area
- (iii) A description of the method used to measure and document community support (e.g. petition, survey etc.)
- (iv) The survey documents and a summary of the survey results including the number of residences and businesses in the survey area and the number/percentage that support the proposed plan.

Step 7: Consideration for Implementation –VDOT

After reviewing and confirming the proposed plan, BOS resolution and survey results, VDOT will consider implementation of the traffic calming plan through VDOT contract forces or the Locality. The implementation of the plan by VDOT forces is dependent on their funding priorities and availability of resources, materials and equipment. Preferably, the Locality will implement the traffic calming plan where such an arrangement is acceptable to VDOT.

Funding

Secondary or locality-provided funds are the primary sources for funding. The Locality should consult with the BOS and the local VDOT residency office to determine use of appropriate funds. Note that streets subject to VDOT's Secondary Street Acceptance Requirements (SSAR) - generally, those subdivision streets where plats and plans were submitted to the local government and VDOT on or after July 1, 2009 - are not eligible for VDOT funds on any portion of the street width that exceeds that specified in Appendix B (1) of VDOT's Road Design Manual. To illustrate, on a subdivision street 36 feet wide where a minimum street width of only 29 feet is required by the SSAR standards VDOT funds for the cost of materials, construction and maintenance may only be applied for 29 feet of the total 36 feet width or 80 ½ % of the total cost. The remaining 19 ½ % of construction and maintenance costs must be funded entirely by the locality.

Step 8: Evaluation -VDOT

Following construction of the traffic calming plan, VDOT will review the installation and the related traffic control devices to ensure that there is no safety, operational, or maintenance issue.

Subsequent to installation (after 3 months is suggested), a follow-up review may be conducted to evaluate the effectiveness of the traffic calming measures in reducing the operating speeds or any safety issues etc. VDOT may wish to disseminate any findings

and recommendations from such reviews through the Board of Supervisors in order to obtain feedback from those involved in the plan development.

Modification of Installed Traffic Calming Devices

Where a safety, maintenance, or operational issue arises following installation of a traffic calming device(s) VDOT or the Locality (where they installed the devices) may adjust, relocate or remove the relevant traffic calming device(s) as necessary to address the issue, with the same funding sources used to install the devices originally. The Locality must confirm the issue and any proposed changes with VDOT prior to their adjusting, relocating or removing a traffic calming device(s).

Where the Locality proposes to adjust, relocate or remove a traffic calming device(s) for other than a safety, operational, or maintenance issue they must use their secondary or local funds, secure (re)approval of the affected residents and likewise confirm the proposed changes with VDOT.

III. TRAFFIC CALMING MEASURES

The traffic calming devices included in The Guide are characterized as Non-Intrusive or Vertical, Horizontal and Narrowing devices and are discussed on the following pages.

1. Non-Intrusive Traffic Calming Devices

Non-intrusive measures include administrative measures such as a public information campaign, posting certain types of signs to promote speed reduction, and utilizing pavement markings to reduce the number of lanes and/or pavement travelway widths. The additional pavement width available through the various reductions can be reallocated for parking lanes, bike lanes, or sidewalks etc.

The Non-intrusive devices offer the advantage that they do not physically constrain vehicle maneuvers and thus are less invasive. This is particularly desirable for streets that serve as major emergency and bus routes. Other desirable aspects of the non-intrusive devices are that they involve standard signs and pavement markings easily recognized by motorists and; can generally be less costly overall than the vertical, horizontal and narrowing measures.

However, some non-intrusive applications are not as effective because they do not physically constrain vehicles to reduce speed.

The following describes the features of the Non-intrusive devices regarding their placement, advantages/disadvantages, effectiveness and costs. The non-intrusive measures included in the Guide are Community Education, Community Gateways, Pavement marking measures, Speed Display Signs and Additional \$ 200 Fine signs.

Non-Intrusive Devices -Community Education

Informing and reminding the community of speeding issues and concerns and the importance of driving safely in their neighborhood is an important step. Various resources and literature are available to inform the community on these various issues. The Virginia Department of Motor Vehicles (DMV) has considerable literature and information on all aspects of safety including speeding and aggressive driving, school bus safety, bicyclists, pedestrians, teen drivers, mature drivers etc. which can serve to educate both motorists and pedestrians/bicyclists alike and raise the overall awareness of safety. See DMV's site at <https://www.dmv.virginia.gov/safety/#programs/index.asp> for this information.

Similarly, the "Virginia 2017-2021 Strategic Safety Highway Safety Plan" available at http://www.virginiadot.org/info/resources/SHSP/VA_2017_SHSP_Final_complete.pdf provides extensive information on aspects of safety related to speeding and pedestrians in Virginia and strategic efforts to address these issues. VDOT's "Bicycling and Walking in Virginia" web page at <http://www.virginiadot.org/programs/bikeped/default.asp> covers the safety and legal aspects of bicyclists and pedestrians in Virginia.

Non-Intrusive Devices -Community Gateways

Figure 1.1 – Community Gateway



Figure 1.2 - Community Gateway



Description

Community Gateway treatments involve the combined use of sign installations, landscaping, textured pavements, name plates, monuments, or other arrangements placed at the entrance to a neighborhood to communicate a sense of neighborhood identity. The installations serve to inform motorists they are entering a community where there is a significant change in the driving environment such as a transition from a rural or urban road a residential street.

Note: Funds for landscaping-related items for a gateway treatment may be limited to a minimal percentage of the construction funds budgeted for a proposed traffic calming plan with the remaining funds required provided by the locality. In addition, the neighborhood association or other community group would be solely responsible for ongoing maintenance of landscaping-related items.

Placement

The gateway is placed at the entrance or “gateway” to the community at a prominent location and should be large enough to attract the attention of motorists and to effectively communicate they are entering the neighborhood or community.

Advantages:

Provides an attractive addition to a community.

Disadvantages

- Generally, requires ongoing maintenance such as painting, renewing and watering the vegetation or possibly repairs. The neighborhood association or other community group would be responsible for maintaining these installations.

Effectiveness

FHWA (Federal Highway Administration “Engineering Countermeasures to Reduce Speeds” –see references) indicates an average reduction in operating speeds of about 2 mph.

Cost

The cost of gateways varies significantly according to the features included and the extent of the construction.

Non-Intrusive Devices -Pavement Markings

Figure 2.1 –Pavement Marking Options

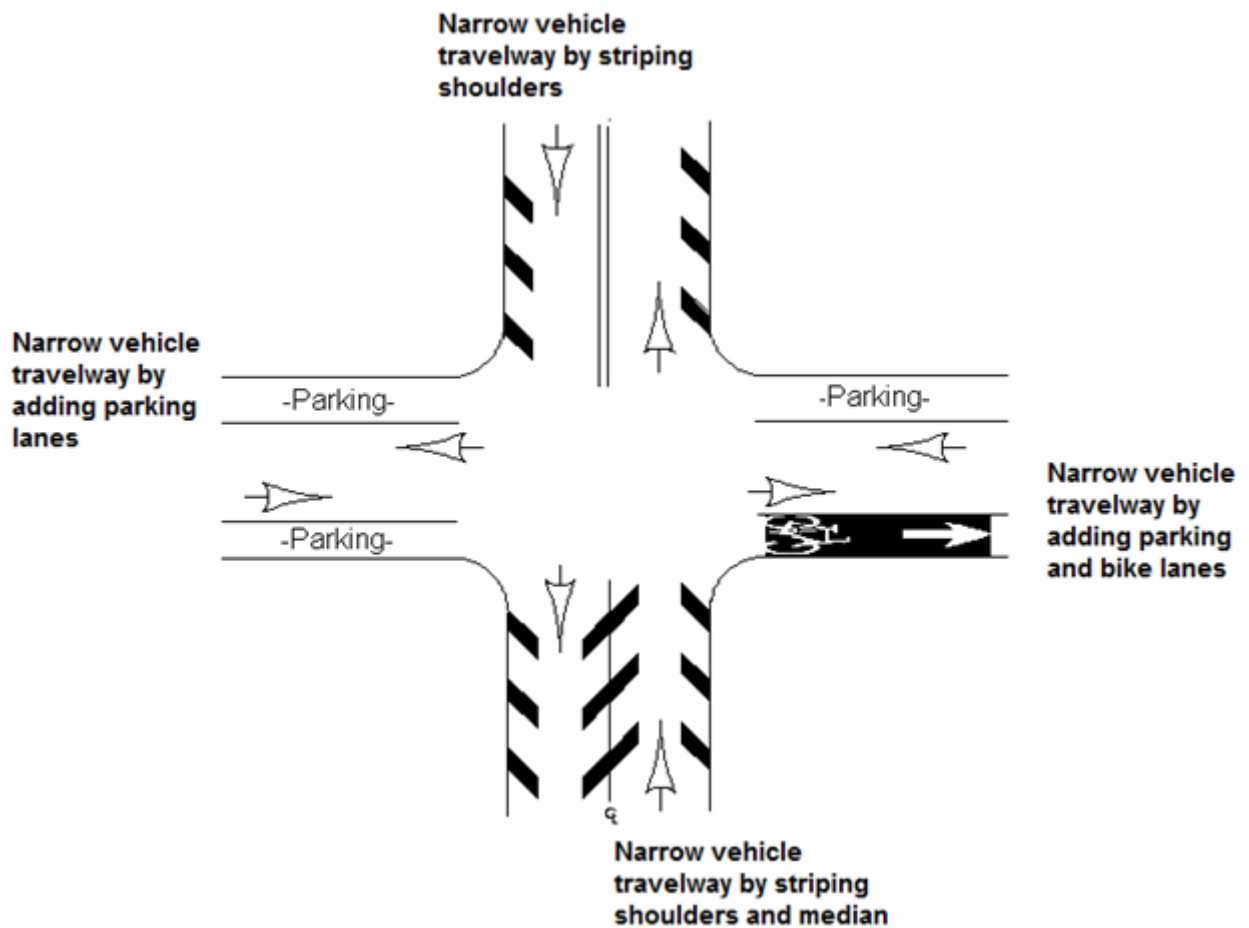


Figure 2.2 –Narrow travelway by re-striping pavement



Figure 2.3 - Narrow travelway by re-striping to add parallel parking lanes



Figure 2.4 – Narrow travelway by re-striping pavement for a bike lane



Description

The **pavement marking** options are used in various ways to narrow the vehicle travel lanes, which tends to make motorists drive slower. These include striping the shoulder and/or centerline to narrow the travel lanes (per north and south legs of intersection in Figure 2.1) or adding parking and/or bicycle lanes (per east and west legs of intersection in Figure 2.1 and depicted in Figure’s 2.2 – 2.4). The addition of parking to narrow the travelway (particularly parallel parking) can have a pronounced effect on speed, particularly on a narrow two-way street with parking on both sides where parked vehicles occupy one-half or more of the block. One option when adding parking lanes is to alternate parking along opposite sides of the street which introduces a physical change in the straight vista of a roadway, similar to that of a chicane (discussed further on) to promote reduced speeds.

“Road diets” likewise incorporate markings to narrow and/or eliminate travel lanes although the common application (conversion of a high traffic, undivided four-lane roadway to a three-lane roadway with two through lanes and a center two-way left-turn lane) is not relevant on a typical neighborhood street, the focus of the Guide.

Note: On local streets, bicyclists are considered a normal part of the vehicle mix and do not necessarily require a marked or designated bike lane which is more appropriate on

collector roads and where they connect to a network of bike lanes on streets identified in a local and/or regional Bicycle Plan.

Placement

The desired features (e.g. add bike lanes and/or parking etc.) and available pavement width as well as the allowable minimum travelway widths (see Appendix I –Selection of Measures), dictates the type of pavement striping and its location.

Advantages

- Does not physically restrict driver maneuvers and thus will not impose speed reductions on emergency and transit vehicles
- Involves a standard traffic control device easily recognizable by motorists
- Can be less costly to implement than some of the other devices depending on the type and extent of application

Disadvantages

Restriping the pavement involves considerably more effort where significant eradication of existing pavement markings is required. Therefore, where this is the case it is recommended that this measure is implemented in conjunction with a re-paving project.

Effectiveness

FHWA suggests a reduction between 1 and 5 mph (a reduction of 2 to 3 mph being the most common) where parallel parking is added to narrow the travelway and a reduction of ½ mph where shoulder markings are used to narrow the travel lane.

Cost

An estimated cost of \$5 per linear foot of pavement marking/striping, including eradication of existing markings and maintenance of traffic, is suggested. Special symbols such as bicycle emblem on a bike lane are approximately \$300 each.

Non-Intrusive Devices -Pole Mounted Speed Display (PMSD) Sign

Figure 3.1 –Pole Mounted Speed Display Sign



Description

A **Pole Mounted Speed Display (PMSD) Sign** combines the regulatory speed limit sign with a radar speed feedback sign that displays the real-time speed of an approaching vehicle which tends to make motorists reduce their speed.

Placement

Signs are installed only on streets with a single through-travel lane per travel direction (e.g. a two-lane, two-way or one-lane, one-way street). Generally, one sign is placed at the beginning of the street section identified for traffic calming in each travel direction, in order to reinforce the posted speed limit for vehicles entering the section of street designated for traffic calming. At least 200 feet of visibility distance should be allowed approaching the sign and at least 100 feet between any other signs.

Advantages

- These signs can potentially be used as a portable assembly that allows for placement at alternating locations.

- Does not physically restrict driver maneuvers and thus will not impose speed reductions on emergency and transit vehicles.
- Involves a standard traffic control device easily recognizable by motorists.

Disadvantages

Installing these signs may be impacted by the availability of a power source.

Effectiveness

Various sources indicate an average sustained reduction in operating speeds of 5 mph may be achieved.

Cost

An estimated cost of \$7,500 per installation is suggested, depending on whether solar or conventional power is used as well as the proximity of the power source.

Non-Intrusive Devices -Additional \$200 Fine Signs

FIGURE 4.1 –Additional \$200 Fine Sign



Description

The **Additional \$200 Fine Signs**, when properly implemented and posted on a residential street, impose a \$200 fine for speeding in addition to the typical fine. These signs must follow the requirements of VDOT's policy (see http://www.virginiadot.org/programs/resources/FINAL_POLICY_ADDL_FINE_June_17_1999.pdf) which requires a formal acceptance process including a request by resolution of the local governing body for the signs, verification that there is a speeding problem and that the increased penalty has community support. The full requirements are met for these signs when identified and approved for traffic calming per the Guide.

Placement

These signs are installed in conjunction with the posted speed limit sign and are placed at the beginning of the roadway section in each travel direction where the higher fines will apply. At least 200 feet of visibility distance should be provided approaching the sign and at least 100 feet between any other signs.

Advantages

- Does not physically restrict driver maneuvers and thus will not impose speed reductions on emergency and transit vehicles.
- Involves a standard traffic control device easily recognizable by motorists.

Disadvantages

The effectiveness of these signs in reducing vehicles speeds is unknown.

Effectiveness

The effectiveness of these signs is unknown.

Cost

The estimated cost for installing these signs, which consists of producing and installing the posted speed limit sign and the supplemental "Additional \$200 Fine" plaque, is \$750 per sign. The minimum estimated cost to install these signs on a street designated for the additional \$200 fines is \$3,000 (a total of four signs, two per travel direction indicating the beginning and ending of the additional fine street section).

2. Vertical, Horizontal and Narrowing Devices

These are traffic calming devices constructed and installed on the street pavement surface to narrow the travelway or create vertical or horizontal shifts on the roadway. These devices can be particularly effective in slowing vehicles because they physically

constrain vehicles to pass over, through or around physical obstructions on the roadway.

Vertical, Horizontal, and Narrowing devices can also significantly affect emergency response (as well as transit) times; from three to ten seconds per device depending on the type of device and the vehicle traversing it; with the delay compounded by multiple devices.

Although neighborhood streets do not generally serve as primary emergency or transit routes, streets in close proximity to Fire/Rescue services and hospitals etc. or identified by the local Fire & Rescue Chief as having significant usage by their fire and rescue vehicles should use non-intrusive devices and speed lumps to minimize impacts for emergency vehicles. Similarly, streets on major (large bus) transit routes or that experience significant use by such vehicles should consider use of non-intrusive devices and speed lumps.

Some of the vertical, horizontal and narrowing devices such as speed humps can also affect bicyclists, and may introduce additional maintenance costs and considerations, particularly the horizontal, narrowing devices, which can create drainage issues if not appropriately located and constructed.

A disadvantage of the vertical devices is increased noise to nearby residents when vehicles, particularly large trucks pass over the devices particularly speed humps (and speed lumps for passenger vehicles).

Observations also show that the vertical devices generally reduce traffic volumes by an average of 20 percent when installed as part of a series. The horizontal measures generally have little effect on traffic volumes.

The following describes the features of the vertical, horizontal and narrowing devices regarding their placement, advantages/disadvantages, effectiveness and cost. The vertical, horizontal and narrowing devices included in the Guide are Speed Humps, Speed Lumps, Speed Tables, Raised Intersections, Raised Crosswalks, Median Islands, Crosswalk Refuges, Chicanes, Chokers and Curb Extensions.

Vertical Devices –Speed Hump

FIGURE 5.1 –Speed Hump



Description

A **Speed Hump** is a vertical device with a raised parabolic shaped area in the roadway, extending across the road at right angles to the traffic. The raised surface is higher, and occurs over a shorter travel distance than for other vertical devices. Speed humps are the most commonly used traffic calming devices.

Placement

Speed humps are placed at mid-block.

Advantages

Speed Humps are among the most recognizable traffic calming devices, which may promote a quicker response by motorists to reduce their speed.

Disadvantages

- Increases noise to nearby residents as vehicles pass over the device (particularly larger trucks)
- Impedes bicyclists
- Impacts travel times of emergency vehicles and transit (buses)

Effectiveness

FHWA & ITE (Institute of Transportation Engineers “Traffic Engineering Handbook, Sixth Edition”—see references) indicate an average reduction in operating speeds of 5 - 8 mph.

Cost

The estimated cost for a speed hump is approximately \$2,000 depending on drainage conditions and materials used.

Vertical Devices –Speed Lump

FIGURE 6.1 –Speed Lump



FIGURE 6.2 –Speed Lump



Description

A **Speed Lump** is a modified Speed Hump where openings are added to accommodate emergency or other large vehicles to utilize the openings without traversing over the raised portion to minimize speed reduction. However, the sizing of the lumps ensures that passenger vehicles cannot likewise avoid traveling over at least one set of lumps.

Placement

Speed lumps are placed at mid-block.

Advantages

- Allows emergency vehicles and buses to traverse the device without reducing speed by utilizing the openings provided for those particular vehicles.
- Produces less noise than speed humps for emergency or other large vehicles.
- Speed lumps are more accommodating for bicyclists than speed humps, as bicyclists can utilize the openings to traverse the device.

Disadvantages

- These devices likewise increase noise to nearby residents for passenger vehicles.
- May encourage passenger vehicles to cross into the opposing lane in an attempt to straddle the humps provided for emergency vehicles. Providing a centerline stripe approaching the speed lump in each travel direction may discourage this.

Effectiveness

ITE & FHWA data indicate an average reduction in operating speeds of 5 - 7 mph.

Cost

The estimated cost for a speed lump is similar to a speed hump; approximately \$2,000 depending on drainage conditions and materials used.

Vertical Devices – Speed Table

Figure 7.1 - Speed Table



Figure 7.2 – Speed Table



Description

Speed Tables are similar to speed humps except they incorporate a flat “table” and thus provide an overall gentler transition than the speed hump. The top “flat area” is sized to accommodate the most typical vehicle wheelbase (usually a passenger car) entirely on the top, but can be extended to accommodate other vehicles if desired.

Placement

Speed tables are placed at mid-block.

Advantages

Provides a more moderate vertical transition for crossing vehicles and therefore motorists experience less discomfort than when driving over speed humps or lumps.

Disadvantages

These devices likewise increase noise to nearby residents as vehicles pass over the device although to a lesser extent than speed humps.

Effectiveness

ITE & FHWA indicate an average reduction in operating speeds of about 6 – 9 mph for tables with the dimensions used in the Guide (22 feet wide in the direction of travel). For longer tables ITE indicates a speed reduction of about 4 mph.

Cost:

The estimated cost for a speed table ranges from \$5,000–\$15,000 depending on drainage conditions and the materials used.

Vertical Devices – Raised intersections

Figure 8.1 – Raised Intersection



Description

Raised intersections incorporate a speed table concept by encompassing the entire area of the intersection (see Figure 8.1) and thus provide traffic calming on all connecting streets. A larger vehicle typically crosses a raised intersection at a lower speed than a passenger car. A typical delay through a raised intersection for a large commercial vehicle is 2 - 6 seconds.

Placement

By definition, these devices are located at the intersection of two or more streets where the top, flat or “table” area covers the area of the intersection.

Advantages

- Raised intersections can be visually attractive
- Cans serve as a Gateway treatment as well
- Provides traffic calming on all connecting streets at the intersection.
- The typically longer dimensions provide a smoother transition than speed tables so drivers feel less discomfort.

Disadvantages

- Raised intersections have a significantly higher cost.
- The data indicates they have less reduction on vehicle speeds
- These devices likewise increase noise to nearby residents as vehicles cross over.

Effectiveness

FHWA & ITE indicate an average reduction in operating speeds of about 0.3 - 1 mph.

Cost:

The cost for a raised intersection can range from an estimated \$25,000 to \$70,000 depending on the number and width of the streets at the intersection to be raised.

Vertical Devices –Raised Crosswalk

Figure 9.1 - Raised Crosswalk



Description

A **Raised Crosswalk** is identical to a speed table (see Figure 13 below), except it utilizes the top, flat surface to provide a marked pedestrian crossing.

Placement

A raised crosswalk is located at mid-block (not recommended at intersections) where there is an existing, marked crosswalk or where one is warranted. New crosswalk locations require an engineering study and must be approved by VDOT.

Advantages

- Provides improved visibility and safety for pedestrians.
- Enhances the pedestrian environment at pedestrian crossing.
- Can increase the number of motorists yielding to pedestrians crossing at the raised device

Disadvantages

None noted.

Effectiveness

As their design is identical to speed tables, presumably they have similar speed reductions of 6 – 9 mph.

Cost

The estimated costs for a raised crosswalk is approximately \$5,000 - \$7,000, depending on drainage conditions and the type of materials used.

Horizontal Devices – Chicane

Figure 12.1 – Chicane (Single lane, One-way travel)



Figure 12.2 – Chicane (Two-way travel)



Figure 12.3 – Chicane (Two-way travel)



Description

Chicanes are adjacent to the curb on alternating sides of the street in sets of three in order to introduce an S-shape travel path on a straight section of street that compels vehicles to slow down in order to negotiate the curved section.

Placement

These devices are at mid-block with a median or other non-traversable barrier to separate travel in each direction through the chicane. Note: With no physical separation between the travel directions drivers tend to cross the centerline to make their travel path as smooth as possible through the chicane, particularly an issue when there is a vehicle approaching in the opposing lane who may be doing the same. This cross-centerline behavior is a potential safety concern and contributes to a general ineffectiveness of the device in terms of speed reduction.

The appropriate applications of chicanes are in Figures 12.1 – 12.3. In Figure 12.1, the travel directions are separated by a raised median and in Figures 12.2 and 12.3 the travel directions are separated in the vicinity of the chicane by a median island.

The spacing and travelway width between the chicanes can vary to promote a greater or lesser vehicle speed reduction. Closer spaced constructions and narrower travelway widths promote a greater reduction in speeds.

Advantages

Provides for adding greenery and thus enhance the attractiveness of the street.

Disadvantages

- Narrows travel-way for bicyclists and creates some loss of parking.
- Presents a fixed object within the travel-way that may be struck by vehicles especially snow plows etc.

Effectiveness

FHWA indicates an average reduction in operating speeds of 3 to 9 mph.

Cost

An estimated cost for asphalt chicanes of \$10,000 (for a set of three chicanes) is suggested and \$16,000 for a concrete set of three. Drainage issues may be the most significant cost consideration.

Narrowing Devices –Median Island

Figure 10.1 - Median Island



Description

A **Median Island** involves placement of a raised island in the middle of the roadway in order to narrow the vehicle travel lanes.

Placement

This device is generally located at mid-block but can also serve as a gateway treatment when located at the entrance to a community.

Advantages

Provides dual use, as both a narrowing device and a gateway, when placed at the entrance to a community.

Disadvantages

- Narrows travel-way for bicyclists.
- Presents a fixed object within the travel-way that vehicles may strike, especially snow plows, etc.

Effectiveness

FHWA indicates an average reduction in operating speeds of about 4 mph.

Cost

The estimated costs range from \$6,000 - \$9,000 per island.

Narrowing Devices –Crosswalk Refuge

Figure 11.1 –Crosswalk Refuge



Figure 11.2 - Crosswalk Refuge –Offset “Z”-option



Description

A **Crosswalk Refuge** is similar to a raised median (see previous “raised median” device) but with a cut etc. provided to provide refuge for pedestrians. The optional “Z” design utilizes an offset on either side of the median (see Figure 10-2) which points pedestrian to (and thus better observe) oncoming vehicles which improves the safety of crossing. Either design could also incorporate a raised crosswalk.

Placement

A crosswalk refuge is placed at an existing, marked crosswalk or where one is warranted. New crosswalks require an engineering study and must be approved by VDOT. Crosswalk refuges are desirable where vehicle speeds or the required crossing distance do not provide sufficient time for pedestrians to cross the street in a single movement.

Advantages

Provides additional safety in comparison to the standard crosswalk refuge, especially where there is no signal control such as at mid-block and T-intersection locations. In addition to providing a mid-block refuge for pedestrians so that they do not have to traverse the entire street, the “Z”-option crosswalk compels pedestrians to face, and

thus more likely to be aware of approaching traffic before crossing the remaining section of the street, which may improve safety.

Disadvantages

- Narrows travel-way for bicyclists.
- Presents a fixed object within the travel-way that vehicles may strike, especially snow plows, etc.

Effectiveness

Although data specific to a crosswalk refuge was not found, as they are identical to median islands, presumably they would experience similar speed reductions (e.g. 4 mph, see previous).

Cost:

The estimated cost for installing a raised concrete pedestrian refuge island (with landscaping) is about \$10,000 to \$30,000. The cost is less for an asphalt island or one without landscaping.

Narrowing Devices – Choker

Figure 13.1 – 2-Lane, 2-Way Choker



Figure 13.2 –1-Lane, 1-Way Choker



Description

A **Choker** is constructed at mid-block or as a curb extension to reduce the width of the travelway and serves to accommodate parking downstream of the device.

Placement

Chokers are located at mid-block. When located at an intersection they are considered curb extensions or bulb-outs (discussed on following page).

Advantages

Provides protection for parking which increases safety for pedestrians as well as vehicles when entering and exiting the parking area.

Disadvantages

- Narrows travel-way for bicyclists and creates some loss of parking.
- Presents a fixed object within the travel-way that may be struck by vehicles especially snow plows etc.

Effectiveness

FHWA data indicates an average reduction in operating speeds of 1 - 4 mph.

Cost

An estimated cost per set of chokers of \$5,000-\$20,000 (including landscaping) is suggested, depending on site conditions and the extent of landscaping.

Narrowing Devices – Curb Extension (bulb-out)

Figure 14.1 –Curb Extension (Neckdown)



Description

Curb extensions, also known as corner extensions or bulb-outs are used where there is on-street parking. They primarily serve to protect parking and enhance the safety of pedestrian crossings at an intersection by narrowing the roadway section, which in turn shortens pedestrian crossing distance and time. They also reduce the speeds of turning vehicles thereby increasing pedestrian visibility. When placed at mid-block they are considered chokers).

Placement

At an intersection, with any number of legs and may be applied on any or all approach legs.

Advantages

Shortens crossing distances for pedestrians, which increases safety and provides parking protection downstream with the goal of decreasing vehicle speeds as well.

Disadvantages

Requires additional considerations for accommodation of bus routes and bicycle lanes.

Effectiveness

FHWA data indicates an increase of vehicle speeds of 1 - 3 mph however; they can reduce the turning speeds of vehicles by 6-8 mph.

Cost

An estimated cost of \$2,000 to \$20,000 per corner is suggested, depending on design and site conditions where the accommodation of drainage is usually the most significant cost.

IV. COMBINED MEASURES

Combining one or more traffic calming devices can enhance aesthetics and may also produce a greater speed reduction. For example, FHWA indicates that when a speed hump is combined with a choker the average speed reduction is 13 mph (vs. 9 mph for a speed hump or 4 mph for a choker).

See FHWA's "Engineering Countermeasures for Reducing Speeds" at https://safety.fhwa.dot.gov/speedmgt/ref_mats/eng_count/ for various other combinations that may be considered.

V. TRAFFIC CALMING MEASURES NOT INCLUDED IN THE GUIDE

A number of other measures were considered and were either ruled out as a traffic calming device altogether or not recommended due to cost, ineffectiveness etc. These are: (1) Stop Signs (2) Enforcement (3) devices that restrict traffic (4) Speed Reduction Markings (5) Zigzag pavement markings (6) In-Roadway Warning Lights (7) Roundabouts (8) Traffic Circles.

1. Stop Signs are not intended for use as traffic calming devices. Numerous studies show that unwarranted stop signs actually increase speeding on residential streets,

where motorists tend to proceed through a stop without stopping in an attempt to make up lost time for stops they perceive as unnecessary. Thus, safety for pedestrians, especially for small children is compromised due to their expectation that vehicles will stop as required when in reality they may not.

2. Although systematic enforcement of speed limits is a traditional and effective approach to reduce speeding experience indicates that it is unreasonable to expect that enforcing speed limits on low volume residential streets will be a priority of local enforcement agencies. Therefore, this is not a sustainable measure.
3. Full or half-closures, diagonal diverters and forced turn islands (including forced right-turns) are not desirable speed reduction measures as they restrict traffic. These options are more applicable to restrict Cut-Through traffic and are available under VDOT's Cut-Through Traffic program.
4. Speed reduction markings are transverse markings placed on both edges of the roadway in a pattern of progressively reduced spacing to create the illusion of traveling faster and thus prompting motorists to reduce speed. However, per the MUTCD they are not suitable on long, straight sections of roadway or; areas primarily frequented by local drivers, the typical conditions where traffic calming is most likely to be implemented. Therefore, they are not as effective and so are not included in the Guide as a traffic calming measure.
5. Zigzag pavement markings involve lines painted on the pavement in a zig-zag pattern (see Figure 16.1) that serve to raise driver's awareness of an approaching crossing with pedestrians and bicyclists and to promote a reduction of vehicle speeds. Although they have a modest cost and appear to be effective in producing a sustained reduction in vehicles speeds they have not been incorporated into the MUTCD and are considered experimental in nature. The U.S. Federal Highway Administration approved their use on an experimental basis in Virginia. A one-year study found both heightened awareness of the crossing by approaching motorists and a sustained speed reduction however, the extent to which speeds reduced is not clear. See report at http://www.virginiadot.org/vtrc/main/online_reports/pdf/11-r9.pdf for further details. It is also not clear if these markings would be effective on neighborhood streets where speeds are lower and are primarily frequented by local drivers
6. In-Roadway Warning Lights involve beacons placed in the roadway surface at a marked crosswalk that flash (either automatically or manually) when a pedestrian is crossing the street and is within the crosswalk to provide additional warning to motorists. Although these devices increase driver awareness of pedestrians when device is operating properly however, when this is not the case they create a false sense of security for pedestrians and approaching motorists as well. Additionally, the devices are costly to install and maintain, have a high failure rate, and pose potential liability issues if not maintained.

7. Although roundabouts have many well-known benefits they are not generally considered traffic calming devices per se -the cost and extent of effort to implement a roundabout (including mini-roundabouts) does not generally fit within the intended scope and budget for traffic calming on a neighborhood street. However, where appropriate a roundabout can be sought outside the traffic calming program.
8. Traffic Circles were not included in the Guide due to VDOT's past experiences with motorists improperly negotiating the circle (such as driving counter-clockwise rather than clockwise around the circle) to get to their street quicker etc. Additionally, experience also indicates traffic circles increased confusion for motorists when encountering a roundabout as to how to properly negotiate the device.

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APPENDIX

DEVELOPMENT & IMPLEMENTATION OF THE TRAFFIC CALMING PLAN

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The following Sections (I, II and III) guide the selection, location/placement, installation, operation and maintenance concerns for traffic calming devices.

I. Considerations for Development of Traffic Calming Plan

The following guides initial considerations for developing the traffic calming plan.

1. **Consider appropriateness of existing traffic control devices** (signs and pavement markings) on the existing street that may affect the need for, as well as the type and location of the traffic calming devices. A lack of appropriate traffic control devices, particularly those that reinforce proper vehicle speeds such as speed limit signs and advisory speed warning signs etc. may be a contributing factor in creating undesirable conditions such as speeding, cut-through traffic etc. The speed limit should be posted at the beginning of the street section identified for traffic calming in each travel direction to notify motorists entering the street of the regulatory speed limit.
2. **Consider all service providers and users of the street** as follows.
 - i. Emergency vehicles (fire, ambulance and police) –Emergency vehicle operations are a concern primarily on major emergency routes, which is typically not the case for streets intended for traffic calming in the Guide. On streets where accommodating emergency operations is a concern, response times can significantly increase for fire and ambulance vehicles due to certain vertical, horizontal and narrowing devices, from 3 - 10 seconds per device depending on the type of traffic calming device and the vehicle traversing it, with the delay compounded by multiple devices. The vertical devices are particularly problematic (other than speed lumps) as well as the horizontal measures that require a vehicle to deflect such as a chicane. Narrowing measures, where they have sufficient width for emergency vehicles have minimal impact. The local fire department is generally the first responder to an emergency medical situation therefore delays to a fire vehicle as well as the safety of the occupants is a primary concern. The local Fire & Rescue Chief as well as ambulance operators (such as hospitals) should be consulted to identify streets that serve as major emergency routes and that may be adversely impacted for use by fire or rescue vehicles. The local Fire & Rescue Chief should also be consulted on the dimensions of the emergency vehicles they use to ensure they are accommodated in the proposed plan (e.g., speed lumps can be designed to accommodate specific vehicle widths). Police departments generally approve of traffic calming measures because they slow vehicle speeds without routine enforcement. However, because the typical police vehicle is a passenger vehicle they are still susceptible to reduced speeds, particularly at the vertical devices but also at horizontal devices that deflect (such as a chicane). In an emergency police can bypass some traffic calming measures (such as narrowing measures where they can take the whole travelway). Due to the potential

impacts of traffic calming on police, it is recommended to include the police department in planning and implementation of the traffic calming plan.

Overall, for streets identified as emergency routes or where emergency vehicle traffic is a major concern traffic calming applications can omit the use of vertical devices and horizontal devices that require deflection (chicane) and rely on non-intrusive devices or the various narrowing measures.

- ii. Transit (large buses) - Transit operations pertaining to large buses are a concern primarily on major transit routes, which is typically not the case for streets intended for traffic calming in the Guide. On streets where accommodating transit (i.e. large buses) operations is a concern, the vertical devices are particularly problematic (other than speed bumps) and horizontal measures that require a vehicle to deflect such as a chicane due to the resulting effects on passenger discomfort. To address these issues where they are a concern the plan may omit vertical devices as well as horizontal devices that require deflection (chicane), relying on non-intrusive devices or the various narrowing measures, as these do not pose any particular issues for large buses.
- iii. Maintenance vehicles (waste or snow removal etc.) Accommodating certain maintenance activities such as snowplow operations is a concern primarily on major snow emergency routes, which is typically not the case for streets intended for traffic calming in the Guide. However, where such operations are a concern, snow removal equipment can potentially damage certain traffic calming measures and vice-versa. This can be alleviated in various ways such as by properly marking traffic calming devices for operators, using rubber tipped plows, installing gently sloped vertical measures or simply raising the plows at vertical measures. Alternatively, to avoid the issues altogether the plan may consider only the non-intrusive measures or the horizontal and narrowing devices and omitting any vertical measures. Waste removal vehicles are not affected by the various measures since they travel at slow speeds during trash pickup operations.
- iv. Bicyclists –Accommodating bicyclists is a primary concern on streets identified as part of a bicycle network and that have significant bicycle traffic. This is generally not the case on the streets intended for traffic calming in the Guide, where there is little bicycle traffic or low vehicle traffic therefore conflicts are infrequent enough so that specific accommodation of bicyclists is not required as the bicyclist can safely take the (entire) travel lane. Where it is a concern, certain traffic calming devices can create safety issues for bicyclists. The horizontal (i.e. chicane) or narrowing devices can force a bicyclist to share a reduced travelway width with a motor vehicle. This can be addressed by providing (1) a bypass lane for a bicyclist (separated from the main travel lane by a curb extension) or (2) shared lane markings (also known as a sharrows) and "bike may use full lane" signage. Vertical measures

are generally acceptable for a bicyclist however; a speed hump located on a steep hill (downgrade) may cause a bicyclist to lose control where they are traveling at high speeds (20 – 25 mph). A speed lump in lieu of a speed hump can address this situation and is more suitable to accommodate bicyclists overall, as they can utilize the spaces in the device to avoid the vertical deflection. Otherwise, a bicyclist can safely traverse a 3-4 inch height speed hump at speeds of 15 mph or less.

3. **Implement measures on an area-wide basis** - Ideally traffic calming should take an area-wide approach to ensure that problems do not simply shift to adjacent local streets and parallel roadways. Implement traffic calming in stages where funding is not initially available for the entire plan.
4. **Involve and educate the community and decision-makers** - Inform community and decision-makers of the purpose of traffic calming, the relevant issues in the traffic calming process, the nature of the various alternatives including their effectiveness and associated costs. Additionally, informing the community on the nature of the various traffic calming measures may enhance their overall effectiveness. The following link provides information on traffic calming and a video of various calming measures in operation.
<http://www.virginiadot.org/programs/faq-traffic-calming.asp>.

II. **Selection, Spacing, Location, Installation, Operation and Maintenance Considerations of various traffic calming devices**

The following discusses various aspects pertaining to the selection, location, installation, operation, and maintenance aspects of the vertical, horizontal, narrowing, and non-intrusive devices respectively, in the Guide.

The appropriateness of a device depends on certain street features such as traffic and pavement width etc. **FIGURE A – Subdivision street characteristics pertaining to traffic calming devices** (following) is used for selecting a device considering the travelway width requirements vs. traffic, the location of the device along the street (mid-block or intersection), and some other VDOT requirements.

This is followed by information that is more specific on the spacing / location of devices relative to other devices, signs and street features etc. as well as various installation, operational and maintenance considerations.

FIGURE A – Subdivision street characteristics pertaining to traffic calming devices ¹

Type of Measure	Action	Street Characteristics ¹	Minimum travelway width / lane width ²	Other Considerations
NON-INTRUSIVE MEASURES - Pavement Markings				
Two-lane, Two-way street	Utilize pavement markings to narrow travelway width by striping pavement or by adding parking lanes or bike lanes. ³	ADT < 401 vpd	18 feet / 9 feet	Indicates minimum width of striped travelway, physical pavement width is typically wider. For parking lane use additional minimum striped width of 7 feet and 5 feet for Bike lane.
		400 < ADT < 1501 vpd	20 feet / 10 feet	
		1500 < ADT < 2001 vpd	22 feet / 11 feet	
One-lane, One-way street		ADT > 2000 vpd OR: mixed-use area with truck traffic > 5%	24 feet (may use 22 feet where no crash pattern indicates wider pavement should be considered)	
		travelway width = lane width for 1/2 of ADT (e.g. for ADT < 201 vpd, travelway width = 9 feet)		
NON-INTRUSIVE MEASURES - Signs ⁴				
Speed Display Sign	Install signs where speed limit signs would ordinarily (and appropriately) be installed to indicate the posted speed limit.	Street has a single thru-lane per direction	No minimum street width requirements	Confirm the appropriate location of speed limit signs with VDOT.
Additional \$ 200 Fine Sign		May not be used on streets functionally classified as arterials.		
VERTICAL MEASURES				
Speed Hump	Install at mid-block	no steep downgrades for bicyclists	No minimum street width requirements	Consider locations of manholes and drain inlets. Do not install adjacent to driveways or other entrances. Engineering study and VDOT approval required for location of crosswalks. typically affects drainage structures serving intersection and utilities
Speed Lump	Install as alternative to speed humps to accommodate emergency vehicles or bicyclists	Street experiences more frequent use by emergency vehicles and/or bicyclists		
Speed Table	Install at mid-block			
Raised Crosswalk ⁵	Install at mid-block, not at intersection.	Existing marked crosswalk or where one is approved by VDOT.		
Raised Intersection	install at intersection.	intersection typically has crosswalks at all legs		
HORIZONTAL MEASURES				
Chicane	Install physical measures at shoulder on alternating sides of the street at mid-block, on streets with a single lane of traffic in one travel direction.	Street has with a single lane of traffic in one direction; 1-lane, 1-way street or 2-lane, 2-way streets where travel directions are separated by either a median or a physical barrier in the vicinity of the chicane.	Minimum travelway width / lane width through device: ADT < 401 vpd use: 18 feet / 9 feet 400 < ADT < 1501 use: 20 feet / 10 feet 1500 < ADT < 2001 vpd use: 22 feet / 11 feet ADT > 2000 vpd use: 24 feet / 12 feet (may use 22 feet / 11 feet where no crash pattern indicates wider pavement should be considered).	proximity of driveways or other entrances, manholes and drain inlets.
NARROWING MEASURES				
Choker	Install at mid-block along shoulder on one or both sides of street to narrow travelway.	Pavement width can accommodate device and minimum travelway requirements.	* For one-lane, one-way street travelway width = lane width corresponding to 1/2 of ADT. OPTION -CHOKER ONLY: may use 15 feet travelway width through device for "give way to opposing vehicle" operation with no pavement centerline markings used in this case. Similarly, may use 7.5 feet width for one-way street.	proximity of driveways or other entrances, manholes and drain inlets.
Curb Extension (bulb-out) ⁶	install at intersection, on one or both sides as appropriate to facilitate corresponding on-street parking and enhance safety of pedestrian crossings.	Street has on-street parking (or is planned), no exclusive right-turn lanes, low volume of right-turning trucks or buses onto narrow cross-streets.		Volume of right-turning trucks and buses and width of cross streets
Raised Median Island	Install in median area of travelway, at intersection or mid-block.	Pavement width can accommodate device and minimum travelway requirements.		proximity of driveways or other entrances, manholes and drain inlets.
Crosswalk Refuge ⁵	Install in median area of travelway, at intersection or mid-block.	Existing marked crosswalk or where one is approved by VDOT.		Engineering study and VDOT approval required for location of crosswalks.

(1) For purposes of this chart, unless indicated otherwise streets are considered to be residential or mixed-use with a speed limit of 25 mph or less, ADT 4,000 vpd or less and % trucks are 5% or less.

(2) Per AASHTO Green Book Table 5-5 for local roads and streets (travelway widths are exclusive of curb and gutter).

(3) On local streets, bicyclists are considered a normal part of the vehicle mix and do not require a marked or designated bike lane. Designated bike lanes typically established on collector roads that are part of a designated bike route or bike plan.

(4) These signs are governed by separate VDOT policies however, implementation within the traffic calming process per the Guide encompasses those policy requirements unless otherwise noted.

(5) New crosswalks or modifications to an existing crosswalk are governed by VDOT's Traffic Engineering Instructional & Informational Memorandum IIM-TE-384.0 titled "Pedestrian Crossing Accommodations at Unsignalized Locations".

(6) Per VDOT's Road Design Manual, Appendix B(2), Section B(2)-3 use only at an intersection on street having on-street parking. Not suitable at intersections with exclusive right-turn lanes or at intersections with a high volume of right-turning trucks or buses

Vertical, Horizontal and Narrowing Devices

Location

Speed Humps, speed lumps, speed tables, chicanes, chokers, and median islands are generally located at mid-block with a minimum distance of 200 feet from an intersection. **Raised Intersections** are by definition, installed at an intersection.

Curb Extensions (corner extensions or bulb-outs), per VDOT's Road Design Manual, Appendix B(2), Section B(2)-3: only used at intersections where there is on-street parking and are not applicable to intersections with exclusive right-turn lanes adjacent to the curb, or intersections with a high volume of right-turning trucks or buses turning into narrow cross streets.

Raised Crosswalks are located at mid-block, at an existing marked crosswalk or where one is approved by VDOT. **Crosswalk Refuges** are located at mid-block or at an intersection, likewise at an existing marked crosswalk or where one is approved by VDOT. New crosswalks or modifications to an existing crosswalk or any other pedestrian-related accommodations are governed by VDOT's Traffic Engineering IIM-TE-384.0 titled "Pedestrian Crossing Accommodations at Unsignalized Locations" available at http://www.virginiadot.org/business/resources/IIM/TE-384_Ped_Xing_Accommodations_Unsignalized_Locs.pdf.

Spacing

The spacing of vertical, horizontal and narrowing devices should not exceed a distance of 500 feet between subsequent devices. As noted in VDOT's Roadway Design Manual; studies indicate that operating speeds are 30 mph or less when the tangent sections were no longer than 500 feet. Long tangent sections can be segmented by conditions that require a complete stop such as a T intersection or by conditions that require reduced speeds such as a traffic calming device. Therefore, this 500 feet spacing minimizes the need to place additional, redundant devices at an increased cost.

Where a closer spacing of traffic calming devices is desired the distance between devices should not be less than 200 feet so that motorists approaching the device at 25-30 mph may appropriately perceive and respond to the device and/or any warning signs posted for the device (see section on traffic control devices pertaining to devices below).

Placement

The placement of vertical, horizontal and narrowing devices should not interfere with existing driveways or entrances, roadway drainage and drainage structures, drainage inlets; etc. or obstruct access to other utilities (e.g. franchise utilities such as gas, power, telephone, water hydrants etc.). Therefore, these devices should be placed at least:

- 5 feet from any driveway, entrance or curb cut on a local street (additional clearance may be required for curb cuts utilized by trucks)
- 15 feet from a fire hydrant, either side
- 2 feet from a manhole or utility cover on approach or 6 feet after

Location & Placement of Non-Intrusive Measures

Pavement Markings

The conceptual drawing for pavement markings indicates various items pertaining to their placement and location etc.

Speed Display signs

These signs are only installed on streets with a single through-travel lane per direction (e.g. two-lane, two-way or one-lane, one-way streets etc.), in conjunction with the speed limit (R2-1) sign and where a speed limit sign would normally be installed to indicate the regulatory speed limit. Confirm sign locations with VDOT. Generally, speed display signs would be installed at the beginning of a street section identified for traffic calming, one in each travel direction in order to reinforce the posted speed limit for vehicles entering the street with interim signs as appropriate to reinforce notification of the regulatory speed limit.

See VDOT's TE-374.1 Memorandum, which lays out the requirements for the operation, size, specifications etc. for the speed display signs at:

http://www.virginiadot.org/business/resources/traffic_engineering/memos/TE-374_1_Pole_Mounted_Speed_Display_Signs.pdf.

Additional \$ 200 Fine Signs

These signs are also installed in conjunction with the speed limit (R2-1) sign. The sign must be posted at the beginning of the section of street in each travel direction that has been designated for higher fines. Also, a sign must be posted in each travel direction where the section of street designated for higher fines ends. Additional, interim signs may be placed as appropriate to further indicate the posted speed limit.

Gateway Treatments

The location of gateway treatments should consider the clear zone requirements in VDOT's Road Design Manual; Appendix B(1), Section B(1)-5, Part A for any structures or landscaping, including fences, stone or brick mailbox posts, columns or walls that do not meet breakaway requirements. For curb and gutter streets with parking lanes, the clear zone is accommodated within the parking lane.

Traffic Control Devices applicable to traffic calming devices

Ensure that all related regulatory signs (e.g. speed limit signs), warning signs and pavement markings pertaining to the street and the specific devices are installed.

Regulatory and warning signs as well as pavement markings generally recommended or required for the various devices are shown on the conceptual drawings. However, additional signs or markings may be required depending on local conditions.

Vertical, Horizontal and Narrowing devices

Advisory speeds, where posted at a particular device, should generally indicate 15 mph - the recommended maximum speed for vehicles while traveling through or over vertical, horizontal and narrowing devices. The goal for vehicle speeds traveling between these devices is 25-30 mph or less therefore, 200 feet of sight distance is recommended per Section 2C.05 of the 2009 MUTCD for vehicles approaching the vertical, horizontal and narrowing devices. This provides sufficient distance for a vehicle approaching at 25-30 mph to perceive the device and/or any warning signs posted for the device and reduce speed to 15 mph when passing over or through the device.

Non-intrusive devices -Signs

For the non-intrusive sign measures (Speed Display Signs and Additional \$ 200 Fine Signs) no specific additional regulatory or warning signage is identified however, other signs or markings may be required depending on local conditions.

Size of Signs

See the 2009 MUTCD Section's 2B.03 and 2C.04 for regulatory and warning sign sizes, respectively. Single-lane conventional (low speed) roads are typical of the residential streets covered in the Guide.

Visibility of Measures

Measures should be clearly visible day and night. Reflectors, buttons, highly reflective paint, or illumination should be used as appropriate. Landscaping (now or at maturity), or other features should not obstruct sight distances.

Maintenance

Long-term maintenance needs should be anticipated and accommodated in the design of the various devices as much as possible.

Minimum Design Vehicle

The minimum design vehicle for new subdivision streets is a single unit truck (AASHTO SU-30) therefore the traffic calming plan would consider accommodating this vehicle in the traffic calming plan.

Parking

On-street parking should not obstruct sight lines to installed devices for drivers, cyclists or pedestrians. Add additional “No Parking” zones where needed.

Streetscape and Landscape

Any streetscapes or landscaping installed as part of traffic calming measures (such as for gateway treatments, median islands, chicanes, chokers or curb extensions) should consider the requirements in VDOT’s Road Design Manual; Appendix B(1), Section B(1)-5, Part E.

Landscaping that encroaches onto the right of way can obscure pedestrians or vehicles entering the roadway from residences or side streets. The RDM specifies various constraints for the location, height etc. of landscaping to ensure that the appropriate unobstructed view is maintained to protect the safety of pedestrians, bicyclist, and motorists.

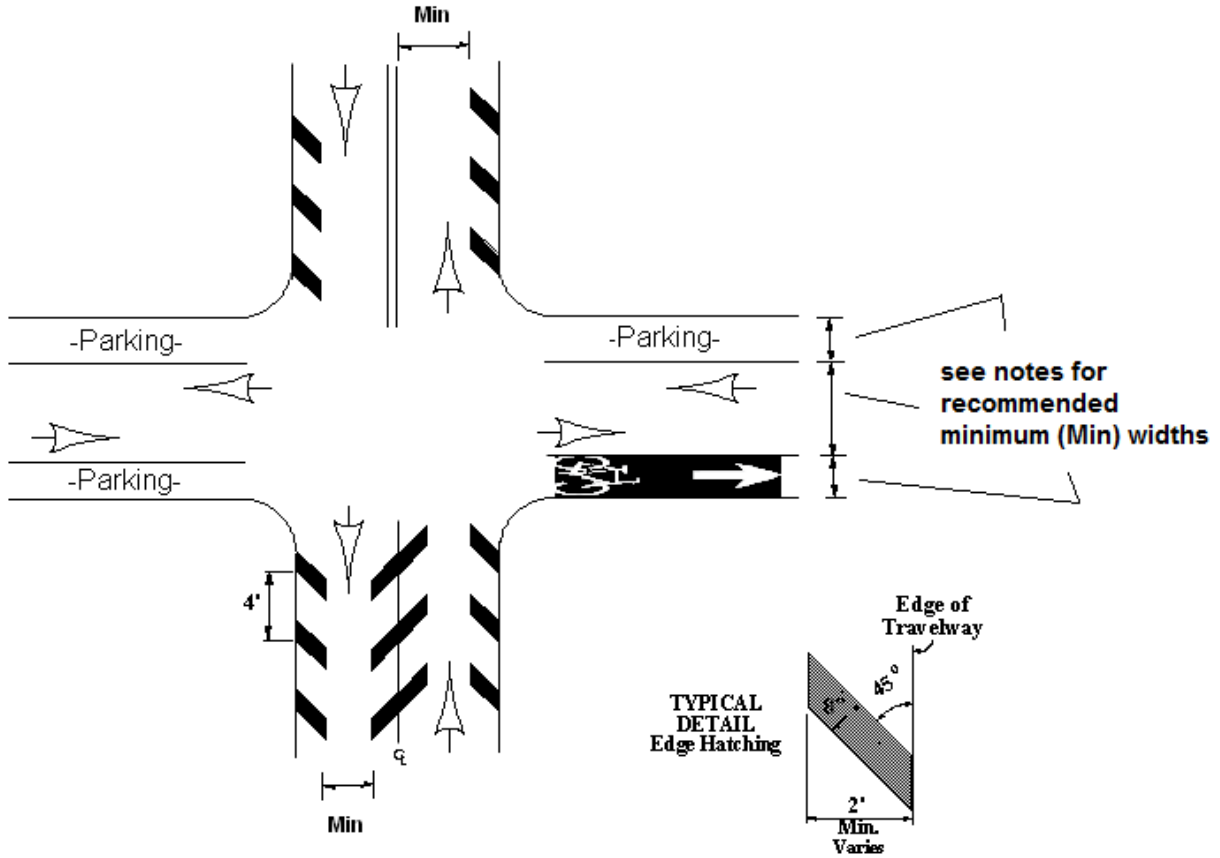
Funds for landscaping may be limited to a minimal percentage of the construction funds budgeted for a proposed traffic calming plan. VDOT is not responsible for maintaining any landscaping.

III. Conceptual Drawings of Traffic Calming Measures

The following conceptual drawings illustrate details and requirements for the traffic calming installations included in the Guide, based on recommendations from industry literature and other sources and considering VDOT’s design, maintenance etc. requirements. The designer/installer should confirm that their installations meet all current VDOT requirements that apply per VDOT’s Roadway Design Manual, Road and Bridge Standards and Road and Bridge Specifications. Signs and pavement markings should be in agreement with the latest version of the Manual of Uniform Traffic Control Devices (MUTCD) and the Virginia Supplement to the MUTCD (VaSupMUTCD).

FIGURE A-1

PAVEMENT MARKING OPTIONS



NOTES:

1. For appropriate application and minimum (**Min**) travelway and parking lane and bike lane widths see FIGURE A – Subdivision street characteristics pertaining to the selection of traffic calming devices in this document.
2. Each intersection leg indicates a different option for narrowing the travelway
 - a. North leg -divided facility; narrow travelway by hatching shoulder area
 - b. South leg -un-divided facility; narrow travelway by hatching shoulder area and roadway centerline
 - c. East legs – narrow travelway by adding a parking lane and bike lane
 - d. West leg – narrow travelway by adding parking lanes
3. See Part 3 of the MUTCD (Section 2B.17 in the 2009 version) for requirements, options and other considerations for pavement markings.
4. As per the 2009 MUTCD Section 3B.24 Cross-Hatching should be a minimum of 8” in width for speed limits of 45 mph or less.

FIGURE A-2

POLE MOUNTED SPEED DISPLAY (PMSD) SIGN



NOTES:

1. For appropriate application, see FIGURE A – Subdivision street characteristics pertaining to the selection of traffic calming devices in this document.
2. Sign mounted on the same pole and directly below, the speed limit (R2-1) sign as shown above.
3. The changeable display shall be programmed to go blank/no display when an approaching vehicle exceeds the posted speed limit by 20 mph or more.
4. The changeable display shall be programmed to display two dashes when the system is not operating.
5. Other than the speed display, the PMSD sign shall not incorporate animation, flashing, or any dynamic elements.
6. For full requirements on the operation, installation, size, specifications and maintenance aspects of these signs refer to TED Memorandum 374.1 “Pole Mounted Speed Display Signs: Requirements” at http://www.virginiadot.org/business/resources/traffic_engineering/memos/TE-374_1_Pole_Mounted_Speed_Display_Signs.pdf or; the Virginia Supplement to the MUTCD.

Figure A-3

\$200 ADDITIONAL FINE SIGN

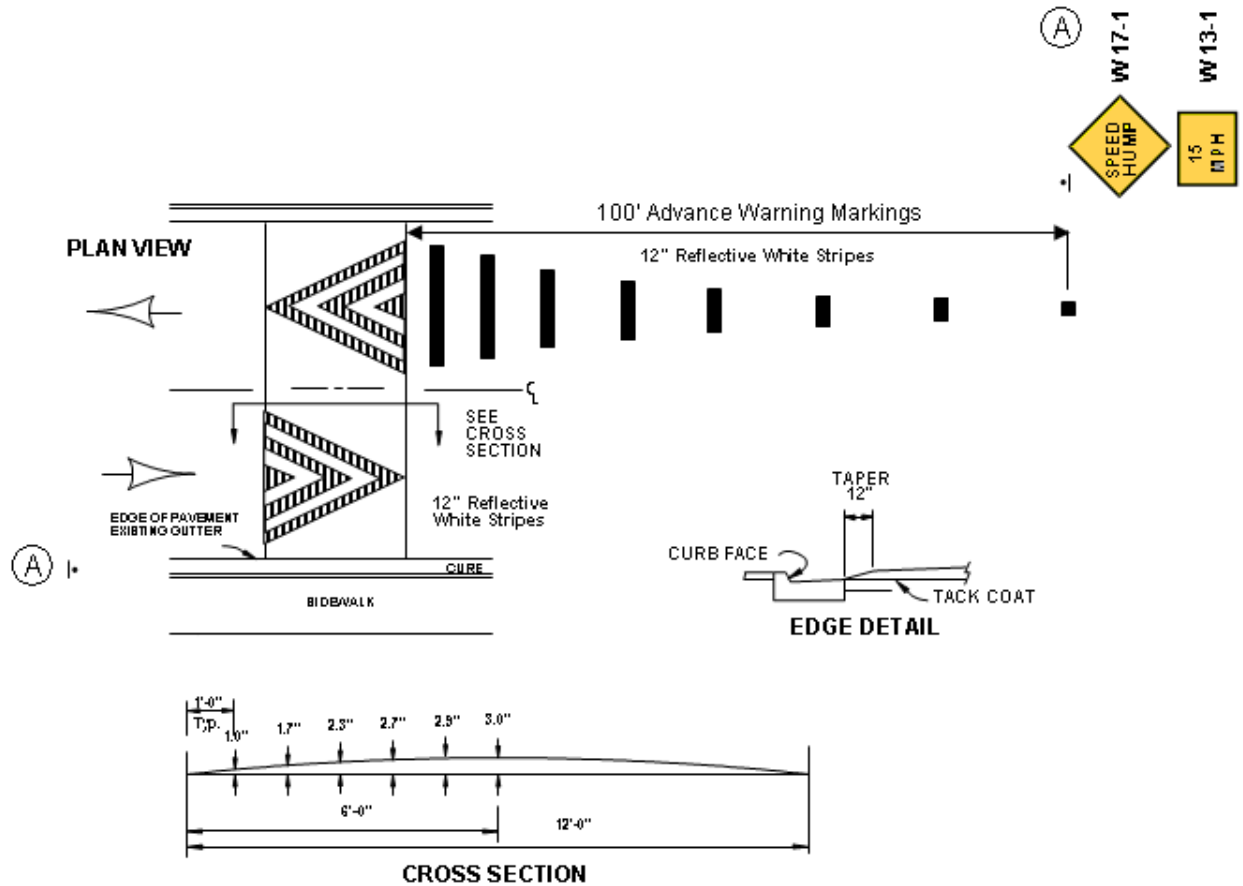


NOTES:

1. For appropriate application, see FIGURE A – Subdivision street characteristics pertaining to the selection of traffic calming devices in this document.
2. Per the 2009 MUTCD Section 2B.17:
 - i. The supplemental sign panel indicating that an “Additional \$200 Fine” applies shall be posted below the regulatory R2-1 speed limit sign panel as shown above.
 - ii. The “Additional \$200 Fine” sign assembly shall be installed at the beginning of the zone in each travel direction where higher fines have been designated.
 - iii. A sign indicating “End Higher Fines Zone” shall be installed at the end of the zone in each travel direction where higher fines have been designated.
3. Additional signs may be placed at interim locations between the beginning and ending of the designated higher fines zone to further reinforce the posted speed limit and the additional fines.
4. Sign should be located at least 100 feet should from any other signs.

Figure A-4

SPEED HUMP

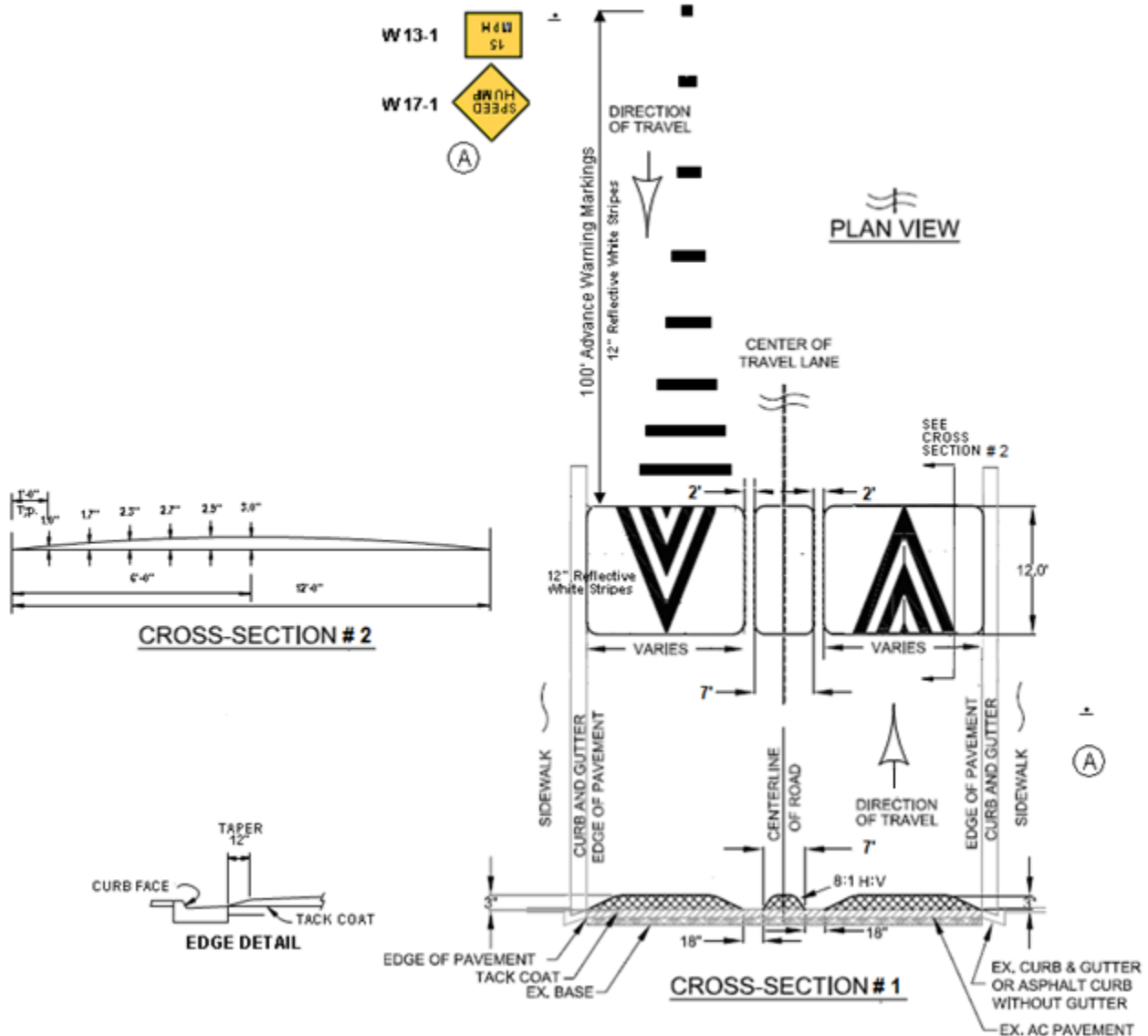


NOTES:

1. For appropriate application, see FIGURE A – Subdivision street characteristics pertaining to the selection of traffic calming devices in this document.
2. Per the 2009 MUTCD:
 - i. Section 3B.25 –speed hump markings are not required but if used they must comply per options in Section 3B.25.
 - ii. Section 3B.26 –the 100' advance warning pavement markings are optional but if used they must comply with the dimensions and spacing per Section 3B.26.
 - iii. Section 2C.29 -advance warning sign (W17-1) is optional but if used, should include the advisory speed plaque (W13-1) and; sign may use "Speed Bump" instead of "Speed Hump."
3. Leave gutter pan open to facilitate drainage.

Figure A-5

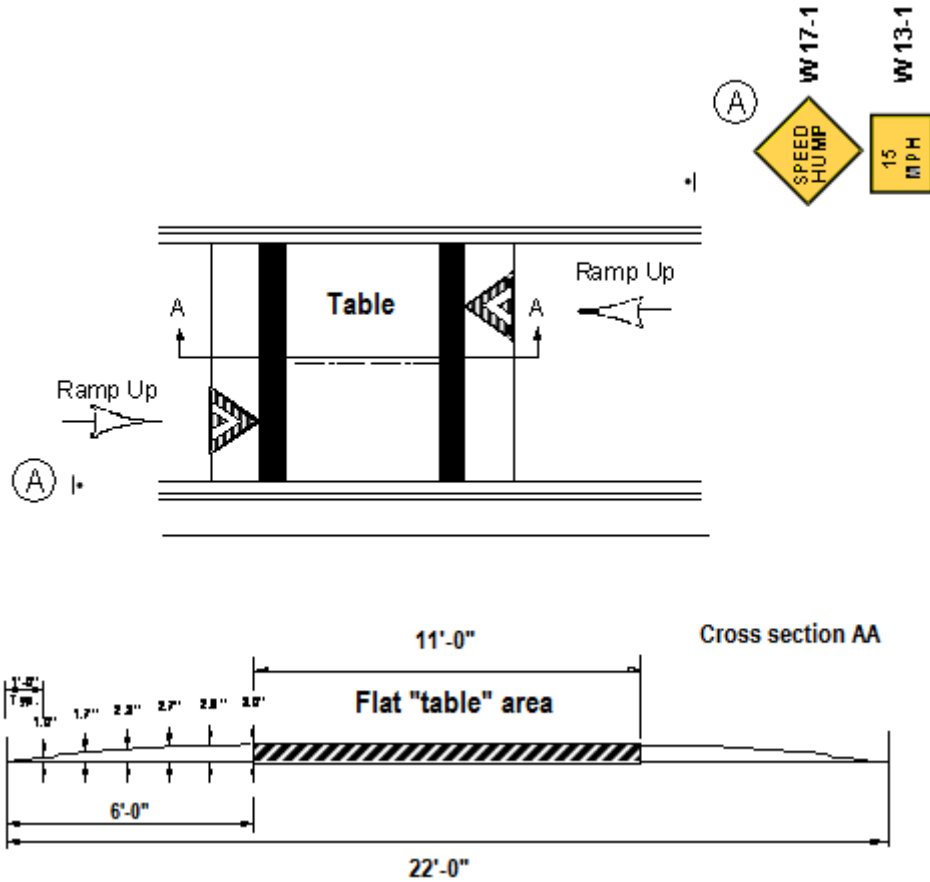
SPEED LUMP



NOTES:

1. All notes for speed hump in Figure A-2 apply in addition to the following.
2. Cross-section #2 is identical to speed hump cross section with a transition for vehicles over the device of 3 inches per 6 feet.
3. Width of center lump is 7 feet with 2 feet of spacing between adjacent lumps to accommodate trucks, school buses, transit buses and other larger vehicles with an 8-foot width and ensure that passenger vehicles (typical width of 7 feet) cannot avoid traveling over at least one set of lumps. However, the width of the center lump can vary based on dimensions of local emergency vehicles to be accommodated.
4. Striping to delineate the street centerline is recommended to discourage vehicles from crossing into the opposing lane in order to straddle the humps provided for emergency vehicles.

FIGURE A-6
SPEED TABLE

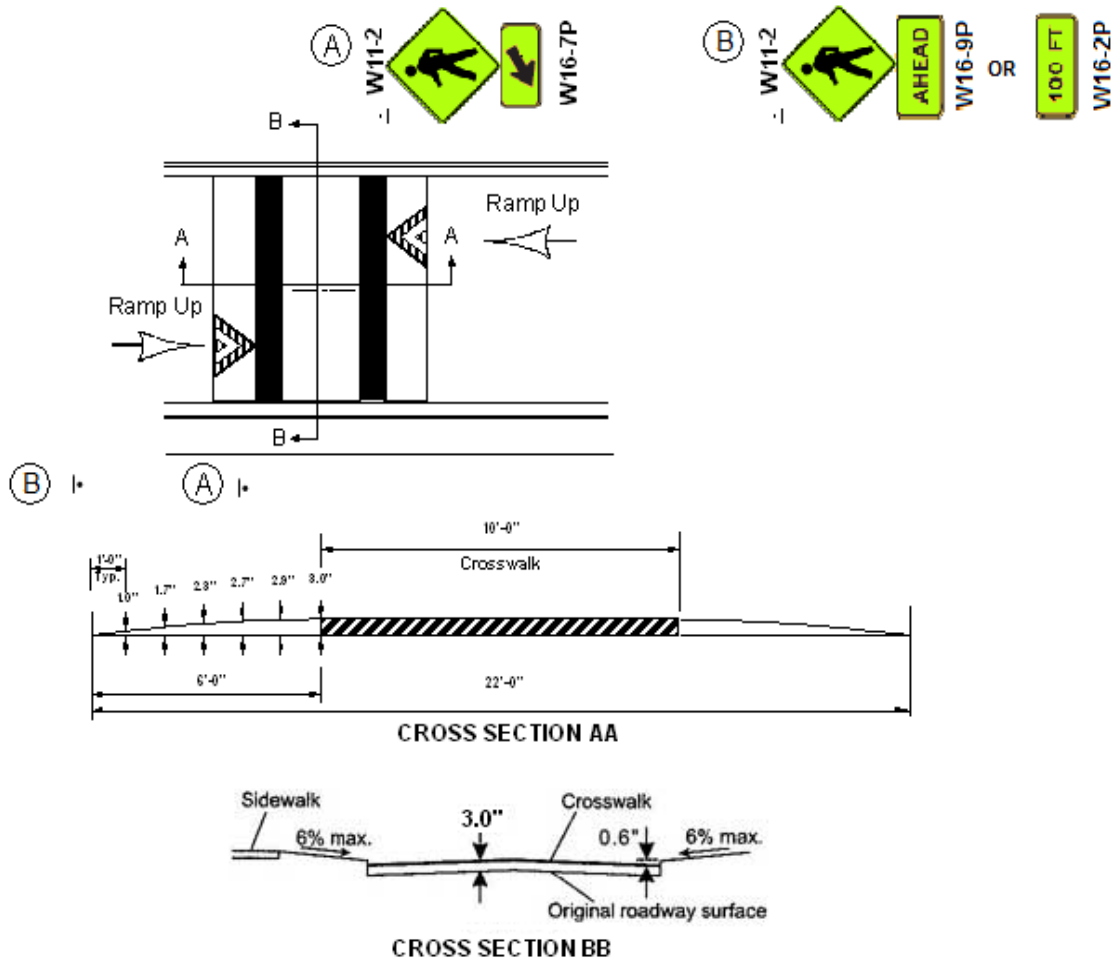


NOTES:

1. For appropriate application, see FIGURE A – Subdivision street characteristics pertaining to the selection of traffic calming devices in this document.
2. The flat “table” area length of 11 feet accommodates a typical passenger car wheelbase entirely on the top, but if extended may accommodate other vehicle wheelbases if desired. A length of 20 feet accommodates a typical single unit truck (AASHTO SU-30).
3. Per the 2009 MUTCD:
 - i. Section 3B.25 –speed hump (table) markings are not required but if used they must comply with options per Section 3B.25.
 - ii. Section 2C.29 - warning sign W17-1 is optional but if used, should include the advisory speed plaque (W13-1) and; the sign may use “Speed Bump” instead of “Speed Hump.”
4. Leave gutter pan open to facilitate drainage.
5. A 12” wide, 1” depth grind around the perimeter of the device is recommended in order to allow the surface course to be keyed into the pavement for a more durable application, particularly for snow plowing.

FIGURE A-8

RAISED CROSSWALK

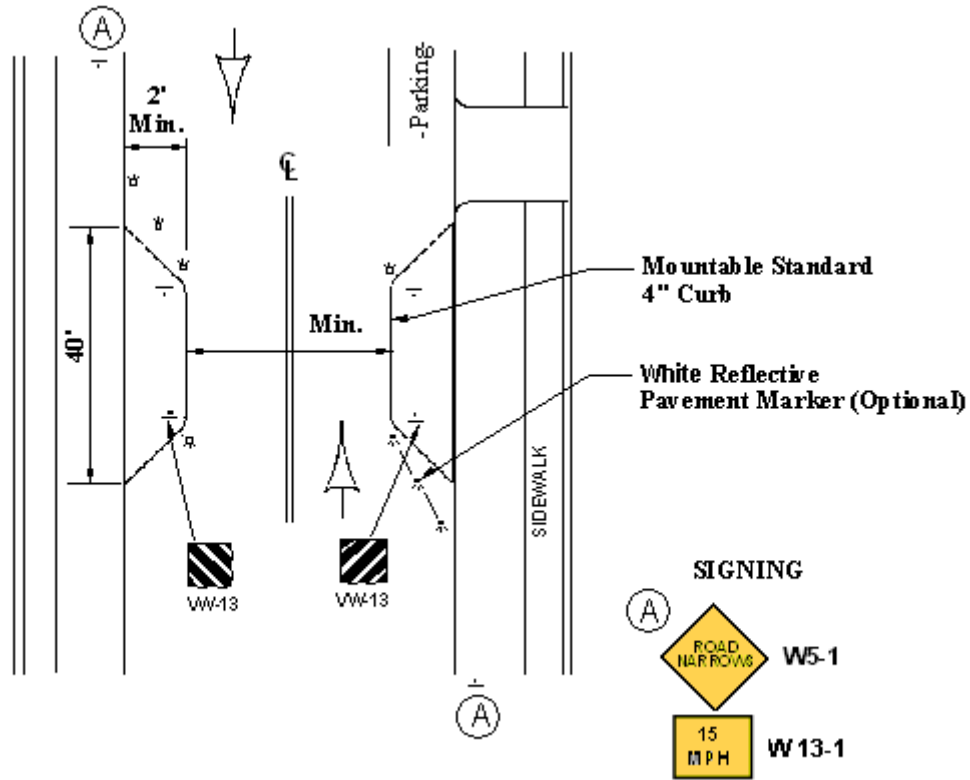


NOTES:

1. For appropriate application, see FIGURE A – Subdivision street characteristics pertaining to the selection of traffic calming devices in this document.
2. VDOT’s Traffic Engineering Instructional & Informational Memorandum IIM-TE-384.0 titled “Pedestrian Crossing Accommodations at Unsignalized Locations” governs new crosswalks or modifications to an existing crosswalk or other pedestrian-related accommodations.
3. Per the 2009 MUTCD and the VaSupMUTCD:
 - i. Section 3B.25 –speed hump (table) markings are not required but if used they must comply with options per Section 3B.25.
 - ii. Section 2C.50 -the W11-2 may be used in advance of a crosswalk and if used; shall include supplementary plaque W16-9p or W16-2P. If used at the location of a crossing point, the W11-2 should include the supplemental W16-7P plaque.
 - iii. Section 2C.50 -The W11-2 sign must be fluorescent yellow-green with black legend and border.
4. A 12” wide, 1” depth grind around the perimeter of the device is recommended in order to allow the surface course to be keyed into the pavement for a more durable application, particularly for snow plowing.
5. Leave gutter pan open to facilitate drainage.

FIGURE A-9

CHOKER

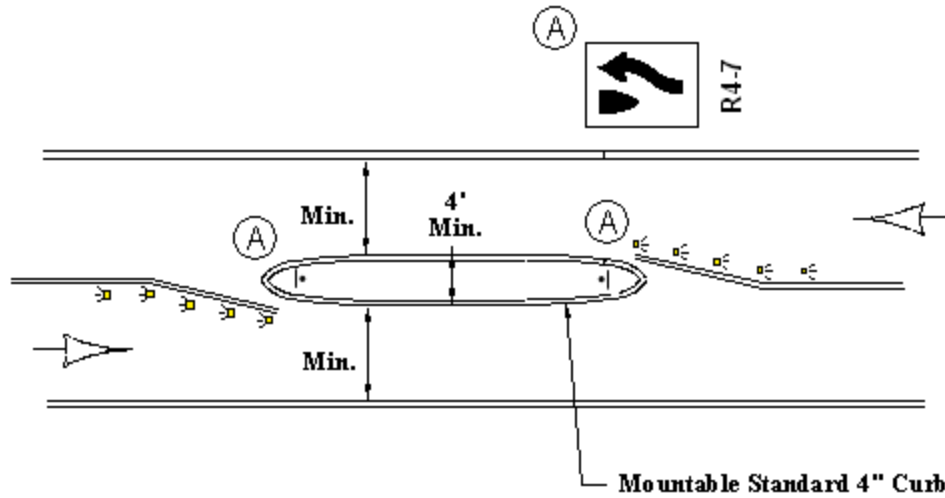


NOTES:

1. For appropriate application and minimum (**Min**) travelway width see FIGURE A – Subdivision street characteristics pertaining to the selection of traffic calming devices in this document.
2. May be placed along one or both sides of the road where sufficient pavement width.
3. Do not stripe centerline where (**Min**) travelway width of 15 feet is used for “give way to opposing vehicle” operation as described in FIGURE A.
4. Per the 2009 MUTCD Section 2C.19 -Advisory warning sign W5-1 is optional according to the following (If used may also include the advisory speed plaque W 13-1):
 - i. Where the (**Min**) travel way width allows two-way travel without requiring vehicles to use the adjacent lane or to give way to opposing traffic.
 - ii. On low-volume roadways where the speed limit is 30 mph or less.
5. May be combined with a speed hump, speed lump or speed table (see Figure A-4, A-5 and A-6).
6. Leave gutter pan open to facilitate drainage.

FIGURE A-10

MEDIAN ISLAND



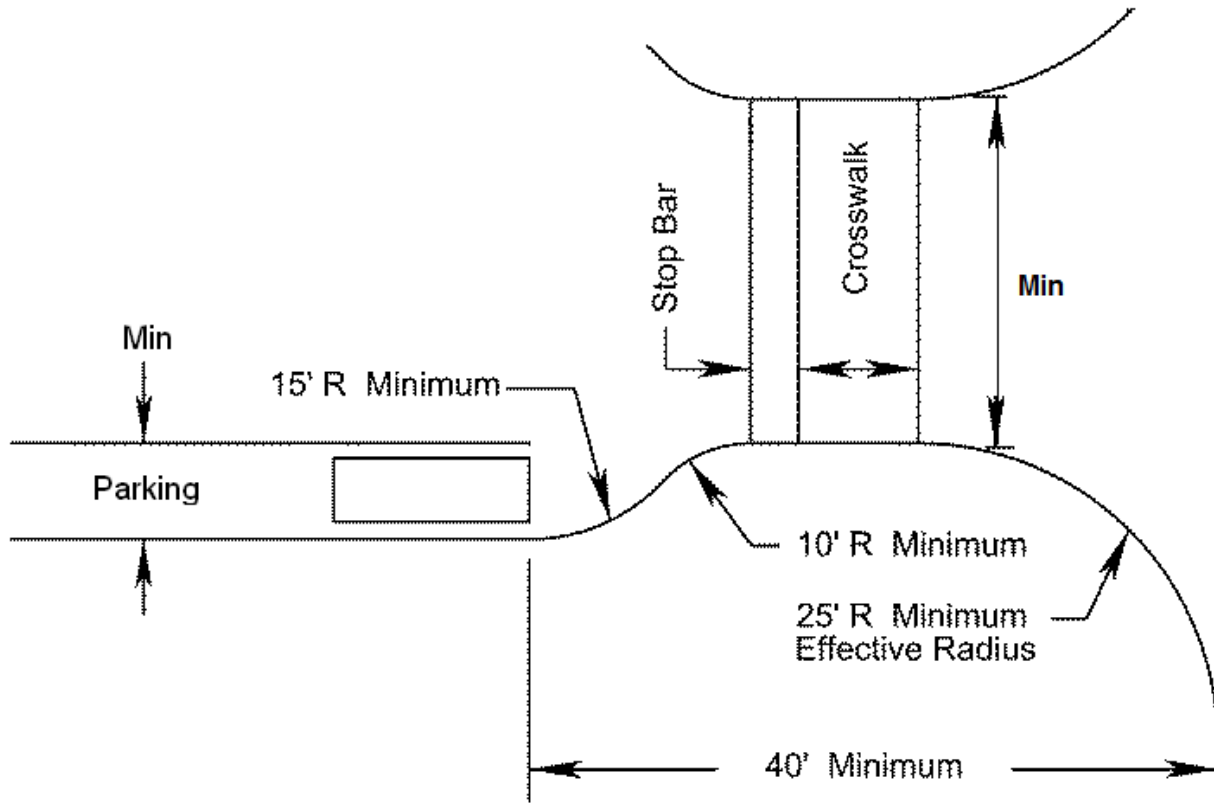
▣ Yellow Reflective Pavement Marker (Optional)

NOTES:

1. For appropriate application and minimum (**Min**) travelway width see FIGURE A – Subdivision street characteristics pertaining to the selection of traffic calming devices in this document.
2. Approaches to the intersection should not exceed 6 percent and entrances should be a minimum of 75-100 feet away.
3. The transition of the approach curb and any accompanying raised pavement markers shall be in conformance to the design or operating speed of the roadway, whichever is greater.
4. Per the 2009 MUTCD Section 2B.32 - the R4-7 signs are recommended at locations where it is not readily apparent that traffic is required to keep to the right.

FIGURE A-11

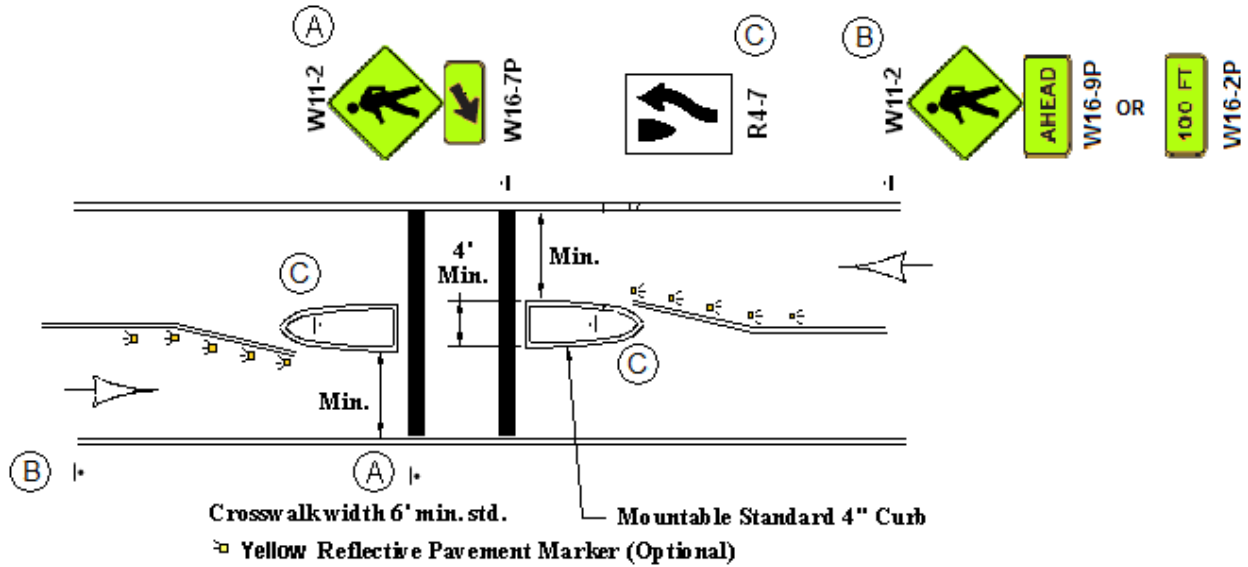
CURB EXTENSION (NECKDOWN)



NOTES:

1. For appropriate application and minimum (**Min**) travelway width see FIGURE A – Subdivision street characteristics pertaining to the selection of traffic calming devices in this document.
2. Per VDOT's Road Design Manual, Appendix B(2), Section B(2)-3:
 - a. Use only at an intersection on street having on-street parking
 - b. Not suitable at intersections with exclusive right-turn lanes adjacent to the curb, or intersections with a high volume of right-turning trucks or buses turning into narrow cross streets.
3. VDOT's Traffic Engineering Instructional & Informational Memorandum IIM-TE-384.0 titled "Pedestrian Crossing Accommodations at Unsignalized Locations" governs new crosswalks or modifications to an existing crosswalk or any other pedestrian-related accommodations.

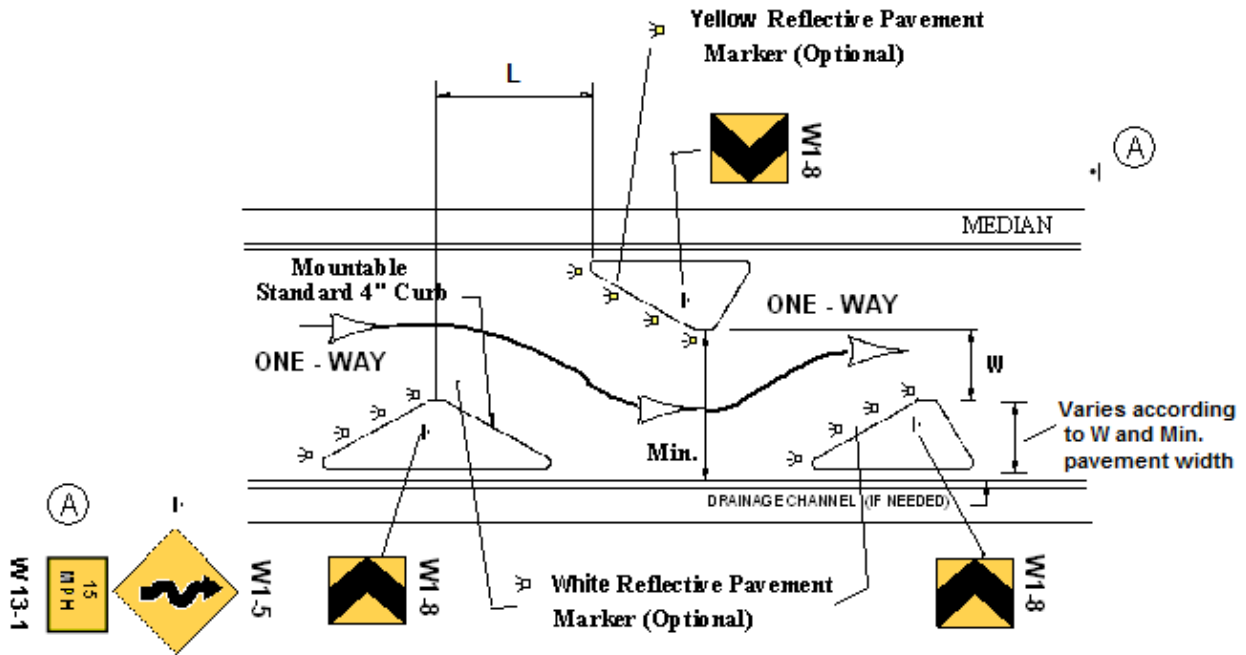
**FIGURE A-12
CROSSWALK REFUGE**



NOTES:

1. For appropriate application and minimum (**Min**) travelway widths see FIGURE A – Subdivision street characteristics pertaining to the selection of traffic calming devices in this document.
2. VDOT’s Traffic Engineering Instructional & Informational Memorandum IIM-TE-384.0 titled “Pedestrian Crossing Accommodations at Unsignalized Locations” governs new crosswalks or modifications to an existing crosswalk or any other pedestrian-related accommodations.
3. May also incorporate a raised crosswalk (see Figure A-7).
4. Leave gutter pan open to facilitate drainage.
5. Per the 2009 MUTCD and the VaSupMUTCD:
 - i. Section 2B.32 recommends R4-7 signs at locations where it is not readily apparent that traffic is required to keep to the right.
 - ii. Section 2C.50 -the W11-2 may be used in advance of a crosswalk and if used; shall include supplementary plaques W16-9p or W16-2P. If used at the location of a crossing point, the W11-2 should include the supplemental W16-7P plaque.
 - iii. Section 2C.50 -The W11-2 sign must be fluorescent yellow-green with black legend and border.

**FIGURE A-13
CHICANE**



NOTES:

1. For appropriate application and minimum (**Min**) travelway widths see FIGURE A – Subdivision street characteristics pertaining to the selection of traffic calming devices in this document.
2. See chart below for the required maximum “Stagger Length” (L) for various travelway widths (**Min**) and Free View width ‘W’ to achieve the indicated passenger car speed through the chicane.

Maximum Stagger Length 'L' to achieve indicated Passenger Car Speed				
Lane width (feet)	Free view width 'W' (feet)	Stagger length 'L' (feet) vs. vehicle speed		
		15 mph	20 mph	25 mph
10	+3.5	20	30	45
	0	30	43	60
	-3.5	40	53	-
11	+3.5	-	-	40
	0	30	40	55
	-3.5	36	50	-
12	+3.5	-	-	35
	0	-	37	47
	-3.5	-	45	58

3. See chart below for the maximum “Stagger Length” (L) for various travelway widths (Min) to accommodate a single unit truck (AASHTO SU-30) for a free view width ‘W’ = 0.0 feet.

Minimum stagger length 'L' (feet) for SU-30 Truck free width view 'W' = 0.0 feet			
Travelway width (feet)	10	11	12
Stagger Length 'L' (feet)	40.0	34.0	29.0

4. The transition of the approach curb and any accompanying raised pavement markers shall be in conformance to the design or operating speed of the roadway, whichever is greater.
5. Per the 2009 MUTCD Section 2C.07 -W1-5 signs are required where advisory speeds are 10 mph or more below the speed limit. W1-8 signs are required where advisory speeds are 15 mph or more below the speed limit and recommended where advisory speeds are 5 mph or 10 mph below the speed limit.

Item Title

Special Event Regulations

Prepared By

Jean Petti

Background/History/General Information

Large events create additional pressure on police for traffic control and emergency response. Staff requests guidance on accommodating requests for large events in Rose Hill Park.

Findings/Current Activity

A public hearing before Town Council in April 2026 generated several comments that opposed revision to current fee structure or supported waiving all fees.

Community Development Committee met in May to review current regulations for special events in Rose Hill Park. Staff was requested to research maximum capacity and present a revision with staff hours (Public Works and Police) charged per 500 attendees, lower than the current per 1000 but higher than the April proposal of per 250 attendees.

Essentially, this would result in two officers (one crowd, one traffic/parking) being assigned to events between 500-1000 participants, and an additional two officers for every 500 additional attendees. However, there are only four officers in BPD as of the date of this report, so there would be no additional police shifts for routine work that day unless overtime was made available. As a note, Winchester has a line in their regulations that allows permits to be denied (in advance) if there are not enough PD or PW folks available to provide the requested support and meet the other needs of the community.

A call to the State Fire Marshall revealed that there is no applicable fire code. Clarke County Building Department did not identify any applicable building code. Thus, any maximum capacity would need to consider square footage, evacuation routes, sanitation, and parking.

Occupant Load = Usable Area ÷ Occupant Load Factor

North side of Town Run: 1,742 people = 17,424 sq ft (0.4 ac) ÷ 10

South side of Town Run: 5,140 people = 51,400 sq ft (1.18 ac) ÷ 10

<i>Common Occupant Load Factors</i>	
Standing crowd/concert	5-7 sq ft per person
Festival with movement	10-15 sq ft per person

Picnic/recreation lawn	50-150 sq ft per person
Passive park use	200-400 sq ft per person

Egress Capacity = Exit width x flow rate

North side of Town Run (2 exits): 9 ft x 60 people = 540 people/minute or 3.23 minutes evacuation

South side of Town run (2 paths, 2 roads): 32 ft x 60 people = 1,920 people/minute or 2.68 minutes evacuation

A target evacuation rate of approximately 3 minutes was found in several instances during research, so the rate on the north side of Town run is slightly above that desired. The planned bridge improvement would reduce this, potentially balancing the two side of the park and bringing the overall to 3 minutes.

<i>Typical pedestrian flow rates</i>	
Level walkways	60-82 persons/minutes/foot of width
Stairs	45-60 persons/minute/foot
Non-ADA walkways	Count as zero (so these calculations will not include the bridge as a potential exit)

Restroom availability

Virginia Administrative Code 12VAC5-610-980 requires one toilet facility per 100 attendees

Parking Constraints

Typical assumption is 2.5-3 persons per vehicle unless public transportation is available or the event is drawing from local residents. There are approximately 200 metered and unmetered public parking spaces in Berryville, along Church Street, Main Street, Crow Street, or within the municipal lots on Crow Street, S. Church Street, and the BCCGC. The following calculations would assume that each of the public parking spaces would be occupied by an attendee and none would be reserved for downtown business or residential parking.

200 spaces x 2.8 people = 560 people accommodated

200 spaces x 5 people = 1000 people (if average seating across all vehicle types is 5)

Attachments

1. Current Special Event Regulations
2. Proposed Special Event Regulations



Regulations for Special Events and Demonstrations

~~06/01/2023~~09/01/2026

All documents may not be fully ADA Compliant due to redlines and things of that nature. The final documents, once approved will be ADA Compliant in their final form. If you have any questions or need any help with a specific document, please reach out to the Town Clerk at townclerk@berryvilleva.gov.

The following document establishes guidelines concerning processes associated with events and demonstrations conducted on public property. These guidelines and processes reference existing ordinances of the Town of Berryville, State Code, Planning and Zoning Ordinances of the Town of Berryville and Clarke County Building Department Regulations.

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I. Purpose

To establish procedures and standards governing the use of public property by non-Town organizations and individuals for the purpose of conducting events. To ensure the preservation of public convenience in the use of Town streets and outdoor areas, the preservation of public order and safety, and the defraying of administrative expenses associated with certain types of uses.

To protect the right of persons and groups to organize and participate in peaceful assemblies to express their political, social, religious, or other views on Town streets, sidewalks, other public ways, parks, and other public lands, subject to reasonable restrictions designed to protect public safety, persons, and property. To accommodate the interest of persons not participating in such assemblies to use Town streets, sidewalks, and other public ways to travel to their intended destinations; Town park for recreational purposes; and other Town lands for their intended purposes.

II. Organizations and Town Departments Affected

The Town Manager, directly or through the Town Clerk, shall manage the scheduling of events on Town-owned property. The Town Planning Department, Police, Public Works, Virginia Department of Transportation (VDOT), John H. Enders Fire & Rescue, and Clarke County Fire & Rescue shall have an opportunity to review event applications and propose reasonable time, place, and manner modifications thereto and conditions thereon in keeping with these ordinances and the purposes stated in section I above.

III. Policy

A. Definitions

“Advertising” and “advertisement” shall mean anything containing any words, symbols, pictures, and/or logos directing attention to any business or to any commodity or service for sale to the public; excluding, however: (i) a price sign, a sign or logo identifying the name of a vendor and item being sold by that vendor when such signs are located within an area specifically delineated as part of an event and the vendor holds a valid permit, (ii) a sign or logo naming the sponsor(s) of an event, and (iii) stands or vehicles with semi-permanent or permanently installed signs if being used for authorized recreational activities or events.

“Commercial activity” means performing services or providing goods that can normally be obtained from private enterprise.

“Community event” shall mean events designated by Town Council or Town Manager as “community events” from time to time.

“Demonstration” shall refer to non-commercial expressions protected by the First Amendment of the United States Constitution (such as picketing, political marches, speechmaking, vigils, walks, etc.) conducted on public property, the conduct of which has the effect, intent, or propensity to draw a crowd of onlookers. This term does not include casual activity by persons which does not have the intent or propensity to attract a crowd of onlookers.

“Event” may refer to a demonstration, community event or a special event, or to demonstrations, Special Events and Demonstrations Regulations

community events, and special events, collectively.

“Events Liaison” means the Town Clerk, or another person designated by the Town Manager.

“Open burning and open fire” have the same meaning as set forth in the Berryville Town Code § 6-1.

“Open flame” means fire whose flame is supported by wick, oil, or other slow-burning means to sustain itself. “Open flame” includes but is not limited to, flame-producing devices such as candles, torches, and juggling or other fire artist equipment, provided, however, that “open burning and open fire” and “open flame” shall not include handheld candles when used for ceremonial purposes and not held or used in an intimidating, threatening, dangerous or harmful manner.

“Person” shall mean and include any individual, corporation, Limited Liability Company, partnership, limited partnership, association, company, business, non-profit company, trust, joint venture, or other legal entity.

“Prohibited items” shall mean (i) all items prohibited by law from being held, carried, displayed, worn or otherwise used in public, (ii) items banned from public or park lands, (iii) any BB guns, pellet guns, air rifles or pistols, paintball guns, pellet guns, nun chucks, tasers, stun guns, heavy gauge metal chains, lengths of lumber or wood, poles, bricks, rocks, metal beverage or food cans or containers, glass bottles, axes, axe handles, hatchets, ice picks, acidic or caustic materials, hazardous, flammable, or combustible liquids, dogs (except service dogs), skateboards, swords, knives, daggers, razor blades or other sharp items, metal pipes, pepper or bear spray, mace, aerosol sprays, catapults, wrist rockets, bats, sticks, clubs, drones, explosives, fireworks, open fire or open flames, or other item considered an “implement of riot”, (iv) any items capable of inflicting bodily harm when these items are held or used in an intimidating, threatening, dangerous, or harmful manner, and (v) law enforcement or military-like uniforms or uniform-like clothing, badges, insignia, shields, hats, helmets, masks, equipment and other items that when held, carried, displayed or worn tend to suggest or imply that the wearer is a current member of law enforcement, the military, a private militia, or other public safety organization, such as a fire department or emergency medical services agency.

“Special event” shall refer to sports events, pageants, celebrations, historical reenactments, circuses, carnivals, music festivals, and other entertainments, exhibitions, dramatic presentations, fairs, festivals, races (i.e., runs/walks), block parties, parades, and other, similar activities, conducted on public property, which (i) are not demonstrations, and (ii) are engaged in by 25 or more persons. The term “special event” shall be construed to include a community event or private organization celebration held in or on Town-owned property and attended by more than 25 people. The term “special event” shall *exclude* gatherings of ten or more people in a park for general recreational or sports activities.

“Sponsor” shall mean the person (as defined above) or persons who sign, or whose authorized representative(s) sign, an application for an event permit and who will be responsible under the permit, if issued, for ensuring that the event will be conducted in accordance with these regulations. Where a purported sponsor is not a legal entity, the sponsor shall be the individual(s) signing the permit application.

“Streets” shall mean public streets, sidewalks, walkways, alleys, lanes, and highways in the Town.

“Structure” shall mean and include props and displays (such as, but not limited to: crates, crosses, theaters, cages, and statues); furniture and furnishings (such as desks, chairs, tables, bookcases cabinets, platforms, podiums, and lecterns); shelters (such as tents, boxes, inflatables, booths, and other

enclosures); wagons and carts; and all other similar types of property which might tend to harm Town land or street areas, including aesthetic interests.

B. Permit Requirements

1. Events may be held only pursuant to a permit issued by the Town Manager, with the following exceptions: events involving fewer than 25 persons where no space is requested to be reserved, or demonstrations which occur without prior planning or announcement for the purpose of an immediate and spontaneous response to a news-worthy occurrence. These may take place without a permit if (i) it is otherwise a lawful assembly conducted in accordance with the regulations set forth herein, (ii) the group will not unreasonably interfere with other events scheduled or taking place concurrently, (iii) the event does not block streets or access to Town property, and (iv) the event does not pose a threat to public safety. Without limitation of the foregoing, demonstrations taking place in response to a news-worthy occurrence more than 48 hours after such news-worthy occurrence will not qualify as spontaneous demonstrations even without prior planning or announcement, and sponsors of events outside this window must apply for and receive a permit for an event expected to draw 25 or more persons.
2. Wherever these regulations specify that a particular use or activity may be conducted only pursuant to a permit, such permit shall be required in order for that use or activity to be lawful.

C. Permit Applications

1. Permit applications may be obtained from the Events Liaison. Inquiries regarding use of Rose Hill Park may also be directed to the Events Liaison.
2. Applications for permits shall be submitted by the event sponsor in writing on a form provided by the Town so as to be received by the Events Liaison at least (i) thirty (30) business days in advance of any event if not requiring street closure, removal of parking, or provision of public safety personnel, or (ii) sixty (60) business days in advance of any event if requiring street closure, removal of parking, or provision of public safety personnel. These periods may be reduced by the Town Manager with respect to demonstrations only if, upon consultation with the Police Chief, Fire Chief or other appropriate public safety officials, the size and nature of the proposed demonstration will not reasonably require commitment of Town resources or personnel in excess of that which are normally available or which can reasonably be made available within the necessary time period, and review of the permit by all appropriate personnel for the purposes contemplated by these ordinances is feasible within the necessary time period. In all cases, sponsors are encouraged to submit requests for permits as far in advance of any event as possible, but for enumerated Community Events not exceeding 12 months and for all other events not to exceed 6 months. A permit may be denied if, taking into account the size and nature of the proposed event, the Town Manager does not have sufficient time to evaluate the proposed event's potential impact upon public safety, persons, and property, and the interests of persons not participating in the event being able to use Town streets, sidewalks, and other public ways to travel to their intended destinations, Town parks for recreational purposes, and other Town lands for their intended purposes is not compromised.
 - a. Each application shall specify (i) the name, address and telephone number of a contact person

for the sponsor, (ii) the nature of the event, (iii) the date when the event is to be conducted, (iv) the times when the event is to begin and end, and the approximate times when assembly for, and disbanding of, the event are to take place, (v) the location(s) of the event and any assembling or disbanding areas, as well as any related stands or other structures to be used in the event, (vi) the approximate number of persons, animals, and vehicles that will participate in the event, (vii) whether the sponsor will invite, publicize, or advertise the event to groups and other persons that the sponsor does not directly represent, (viii) a description of the types of animals, the types of vehicles to be used, the number of bands and other musical units and sound trucks to be used, and the number, type, and size of banners, placards, and signs to be used, (ix) the number of persons who will be designated by the sponsor to monitor the event, and (x) any other information required by these regulations. The sponsor must disclose in an application whether the sponsor requests permission for a prohibited item to be used during a demonstration due to its expressive or symbolic quality relevant to the subject matter of the demonstration, including without limitation symbolic weapons, open flames, or other similar items. If the permit grant includes the right to carry or display a prohibited item, such item must be carried or displayed in strict accordance with the terms of the permit and must otherwise at all times conform to applicable law.

- b. Any permit granted will be based on the information provided in the application being and remaining complete, accurate, and not having any material omissions regarding the nature of the event, any structures or items to be used during the event, or any activities to be conducted during an event, which information constitutes conditions and limits on the event. Sponsor will notify the Town as soon as practicable if any information in the application is no longer complete or accurate, and provide a revised application containing the updated information. The Town will promptly review the revised application and notify the sponsor whether the permit will stand or be revoked, modified, or subject to additional conditions or limits. The sponsor will be responsible for notifying the anticipated attendees of any applicable conditions and limits placed on an event and any relevant subject matter of these regulations directly applicable to their conduct at an event, such as the list of prohibited items and the allotted time and location for an event and its initial staging and dispersal.
- c. Each application must be accompanied by all required fees and deposits and signed by all sponsors responsible for the event unless, with respect to an application for a demonstration only, the sponsor claims in the application a bona fide financial hardship and the sponsor demonstrates to the Town Manager by reasonable evidence that the monetary obligations imposed by these regulations on the event would render the sponsor not reasonably able to conduct the demonstration. Accordingly, the Town Manager shall waive, in whole or in part, compliance with the monetary and indemnification obligations imposed by these ordinances to the extent necessary to enable the sponsor to conduct the demonstration.
- d. If applicable, the sponsor of (i) an event at which at least 500 people will or may be expected to attend or (ii) a special event for which admission fees will be charged, shall provide the Town with the location and number(s) of people who attended the past three events staged by the sponsor or other principals. This will assist Town officials and public safety personnel in planning for any services that may be necessary in connection with the event.
- e. Clarke County Building Department permits are required for tents that are greater than 900 square feet in size.

D. Permit Processing

1. Permit Applications.

Permit applications for events will be processed in order of receipt of completed applications, including any applicable fees or charges. However, the application of a sponsor who applies for a hardship fee waiver or reduction will not be considered incomplete due to non-payment of any fees or charges unless and until a determination is made that any fees or charges are due and owing from the sponsor and the due date for the fee has passed without receipt of payment. Unless otherwise provided by these regulations, no applications shall be accepted more than six months prior to the proposed date of an event; this restriction shall not apply to community events which routinely repeat on an annual basis. Upon receipt of a permit application, the Events Liaison shall promptly deliver a copy of such application to Town Manager, Police Chief, Director of Public Works, Community Development Director, and any other Town officials whom the Town Manager may, from time to time, designate as reasonably necessary to receive and review permit applications. Such officials shall promptly deliver to the Town Manager their recommendations with respect to granting or denying the requested permit, or any modifications, conditions, or limits which should be placed upon issuance of the permit.

2. Priority of Use.

Community events shall have priority of use of the particular street or Town land specified in section H of these regulations, and those areas shall be deemed reserved unless released in writing by the sponsor. Other events may be allowed in areas which have been reserved for a community event if they do not materially interfere with the community event and the community event sponsor consents.

3. Permit Application Fees.

An application fee shall be paid by the sponsor of every proposed event for which a permit is required. See Appendix A for the amount of the fee. If a permit is denied or revoked, the application fee will not be refunded.

4. Requests for Information.

Before or after permit issuance, the Town Manager or his or her designee may request from the sponsor such additional information with respect to a proposed event as reasonably deemed necessary for evaluating the proposed event's compliance with these regulations and the impact of the proposed event upon public safety, persons, and property, and the interests of persons not participating in the event being able to use Town streets, sidewalks, and other public ways to travel to their intended destinations, Town parks for recreational purposes, and other Town lands for their intended purposes. This may include a meeting with the Town Manager and Town of Berryville staff. The sponsor's failure to timely provide such additional information constitutes grounds for the denial of a permit request or the modification, conditioning, or limiting of a permit.

5. Grounds for Rejecting or Revoking a Permit.

A permit may be denied, conditioned, revoked, or limited by the Town Manager upon the following grounds:

- a. Receipt of Multiple Requests: a fully executed application for the same time and place has been previously received, reserving a location for an event or activity which does not reasonably permit

multiple events in the same area;

- b. Impact on Public Safety: if it reasonably appears that the proposed event will present a threat to public safety or health or would be unlawful due to its nature, location, anticipated number of attendees, or other factors. This includes, without limitation, where a permit or license required by the Health Department or the Virginia Department of Alcoholic Beverage Control has not been obtained;
- c. Incompatible Use: the proposed event is of such a nature or duration that it cannot reasonably be accommodated in the intended space, would be inconsistent or incompatible with the purpose(s) for which the area is normally used, or with other uses of the area;
- d. Failure to Meet Conditions: the application proposes activities contrary to one or more of the purposes, conditions, or limits specified within these regulations;
- e. No Responsible Person: there is no person authorized to sign an application on behalf of the sponsor applying for a permit and/or there is no person willing or able, as demonstrated to the Town Manager by reasonable evidence, to accept responsibility for and perform the sponsor's obligations set forth in these regulations, including without limitation, the sponsor's indemnification obligations;
- f. In the case of a proposed special event: the proposed special event cannot be accommodated within a reasonable allocation of Town funds and/or resources, considering the event's public appeal and the anticipated participation of the general public therein;
- g. Failure of the Event to be Consistent with the Application: The Town Manager reasonably determines at any time following consultation with the Police Chief or other appropriate Town officials that any material information set forth in the permit application is or has become incorrect or misleading. In this case, the permit must be revoked, modified, conditioned, or limited consistent with these regulations; and/or
- h. Prohibited Items: Prohibited items are not allowed at events, and an event permit will be denied or revoked if at any time it appears that prohibited items will be used, or are being used, during an event and the Town has not granted special permission in the permit covering such use. It will not be grounds for rejection of a permit that a sponsor wishes event attendees to carry or use a prohibited item in an expressive or symbolic way, including without limitation: a symbolic weapon, open flame or other similar item, provided that all attendees must be licensed to carry such weapons if required by law and the use of such items must be otherwise lawful; and further provided that the event sponsor pays for any additional police, fire, and emergency medical personnel required to maintain public safety in accordance with these regulations. If any prohibited item for which special permission has been received is held or used during the demonstration in an intimidating, threatening, dangerous, or harmful manner, such use will be unlawful and the permit's allowance of such use shall be automatically revoked. The person responsible for the unlawful use of the item will be directed by law enforcement to leave the demonstration area, and any person refusing to do so shall be subject to arrest for trespassing.

Nothing in these regulations shall prohibit a disabled person from carrying, possessing, or using a wheelchair, cane, walker, or similar device necessary for providing mobility so that the person may participate in a permitted event.

Nothing in these regulations shall prohibit certified law enforcement officers or other public safety officials acting in their official capacity from carrying or possessing materials, weapons, and / or devices used in the performance of law enforcement duties.

6. Modifying or Placing Conditions or Limits on Permit Grants.

A permit may be modified or its grant may be conditioned or limited by the Town Manager where necessary to meet the requirements of these regulations or to further their purposes. Such conditions and limits may include, for example: requiring the event to be relocated to an alternative venue if doing so provides for safe accommodation of the number of anticipated attendees or type of event; provided however, that Town Manager shall take into account whether the alternative venue is suitable for communicating the content of the demonstration. **The Town reserves the right to limit the number of persons allowed at events on the basis of the location or nature of the event and to require that the sponsor provide a certain number of individuals, who may be volunteers within sponsor's organization, to act as crowd managers to assist with ensuring that the assembly is and remains lawful and in compliance with these regulations and liaising with Town officials prior to and during the event.**

7. Notice of Decision

- a. Applicants shall be notified of the Town's approval or denial of a permit for an event as soon as reasonably practicable after the date on which the application was received. The Town may also issue approval of a permit for an event conditioned upon the sponsor's accepting modifications, conditions, or limits imposed on the event consistent with these regulations.
- b. Unless denied or modified within 10 business days following the submission of a completed permit application, or within thirty (30) business days if the event requires a street closure, removal of parking, or provision of public safety personnel, all requests for demonstration permits shall be deemed granted, subject to the conditions and limits set forth in the permit and these regulations, as long as the area proposed for the demonstration had not been reserved by another person prior to the date on which the permit would be deemed granted in accordance with this section.
- c. All denials or conditional approvals of demonstration permits shall include a reasonably detailed description of the reason for the denials or the modifications, conditions, or limits, and specific instructions for how an appeal of the denial or conditional approval can be submitted to the Town Manager.

8. Permit revocation

- a. An issued permit for an event may be revoked by the Town Manager or designee upon: a finding of a violation or a reasonably anticipated violation of any rule, ordinance, law, regulation and/or condition or limit of the permit; or a finding that a permit application was not complete or accurate or had a material omission of fact when granted; or a finding that the information in the permit application has become or is reasonably likely to become incomplete, inaccurate, or to contain a material omission. Immediately upon such a revocation, the Town Manager or designee shall send a written notice to the sponsor at the sponsor's address in the permit application,

specifying the reason for the revocation. Written notice requirements may also be satisfied by virtue of electronic transmissions via e-mail or fax.

- b. During the conduct of an event, a permit may be revoked by the ranking police officer, fire marshal, or other public safety supervisory official in charge if the event is unlawful, prohibited items are being used, an imminent likelihood of violence or other threat to public safety endangering persons or threatening to cause significant property damage exists, or if the Town, County, or Commonwealth has declared either a state of emergency or an unlawful assembly covering the area in which such demonstration is being or will be held. Upon such revocation, the sponsor and the other sponsor attendants shall require sponsors and attendees to disperse.
- c. When a permit has been granted or is deemed to have been granted pursuant to these regulations, the Town Manager may revoke, modify, condition, or limit the permit for any reason for which it could have been denied, modified, conditioned, or limited originally.
- d. All revocations of demonstration permits shall include a reasonably detailed description of the reason for the revocation and specific instructions for how an appeal of the revocation can be taken and shall be served personally or by certified mail, with a copy sent by fax or e-mail at the sponsor's request.

9. Appeals

- a. Except for permits revoked during demonstrations, an appeal of the denial, conditional approval, or revocation of a demonstration permit must be made to the Town Manager in writing, and shall include a statement of the basis for the objection to the denial, conditional approval, or revocation.
- b. The Town Manager shall make a decision on appeal expeditiously and, if practicable, at least three (3) business days prior to the date the demonstration is planned to commence, and shall explain in writing the reasons for the decision.

E. Permit Conditions and Limits.

1. Rose Hill Park events are limited to 1,000 attendees.

2.

1.3. Excluded Areas and Prohibited Items

No events that charge an admission fee or offer goods or services will be permitted in Rose Hill Park.

Prohibited items are excluded from all events.

2.4. Street Closings

- a. No street may be closed for any event, unless done so pursuant to: a street closure permit applied for by the event sponsor and issued by the Town Manager pursuant to sec. 10-7 of the Town Code; a VDOT land use permit for streets within Town maintained by VDOT. No such permit shall be granted unless the Town Manager or Chief of Police determines that such closure is reasonably required due to the location of the event and:

- 1) Such closing is necessary because the event will impede or pose a reasonable risk of harm to traffic and/or pedestrian travel, or if not strictly necessary, such a closing would not be unduly detrimental to public safety and convenience; and,
 - 2) If the street in question is an extension of the state highway system, adequate provision shall be made to detour through traffic during the event (VA Code 15.2-2013); and
 - 3) The sponsor permitted to use public right(s)-of-way will furnish a public liability and property damage insurance contract as required by VA Code §15.2-2013 and these regulations.
- b. No street may be closed for an event except on a temporary basis not to exceed 10 hours in duration.
 - c. Even if not requested by a sponsor, if the circumstances of a proposed event are such that a street closing is necessitated because the event will likely impede or pose a threat to vehicular or pedestrian travel, the Town will require a permit and a street closing in connection with the event and all applicable fees, and may require that the event be held at an alternate site where the event is not likely to impede or pose a threat to vehicular or pedestrian travel, if such a site is available.
 - d. Upon approval of a street closing, the sponsor shall be issued a street closure permit by the Town Manager. This permit shall be displayed in a prominent place during the event.
 - e. During the conduct of an event, the sponsor of that event shall comply immediately with the lawful request of any police officer, firefighter, rescue service person, or Town employee to move any structure or persons from a street which has been closed in connection with that event.
 - f. Notwithstanding any of these provisions, the Town Manager may close any street for a neighborhood-based gathering when (i) one block or less is to be closed, (ii) there is an alternative for all traffic, (iii) reasonable notice of the closure is given by posting signs at either end of the block, and (iv) the Town Manager believes that there are no safety concerns. In these cases, no permit is required and applicants shall be referred to the Town Clerk for street closure permits.

3.5. No Impediments to Public Access.

During any street closure, all Town ordinances and State statutes limiting the use or obstruction of fire lanes, access to Fire Department fire suppression system connections and fire hydrants, emergency routes, and pedestrian walkways must be observed at all times. No person(s) or group(s) participating in an event shall block building entrances to or exits, nor shall such person(s) or group(s) interfere with the use of buildings, parks, or facilities by non-participating persons for their ordinary purposes.

4.6. Limited Duration.

No event shall be authorized for a duration in excess of two (2) days and no street closing shall be authorized for a duration in excess of ten (10) hours. Provided, however, that the stated period may be extended upon request no later than 24 hours prior to the expiration of the then-authorized duration for demonstration only, up to one (1) day unless another application has requested use of the particular area and said application precludes double occupancy.

5.7. Time of Day Restrictions.

No event shall be permitted in any Town park during hours that the park is otherwise closed to the public.

6.8. Sound Amplification.

1. The Town Manager may approve a request in the permit application for the use of sound amplification equipment in connection with the permitted event, in accordance with exemptions to noise ordinance violations enumerated in Chapter 11 of the Code of the Town of Berryville. The Town Manager may reasonably limit the sound amplification equipment so that it will not unreasonably disturb nonparticipating persons in or in the vicinity of the area of an event and/or so that it will not unreasonably interfere with the conduct of another event or an outdoor business enterprise in the vicinity or area.
2. No amplified sound shall be generated by or in connection with an event between the hours of 10:00 p.m. and 09:00 a.m.

7.9. Sales or Distribution of Merchandise/Information

- a. When the sale or display of merchandise, or the distribution or display of educational, informational, or other materials (including the distribution of non-commercial printed materials) is to be done in or upon Town streets or parks with the aid of a table, stand, or structure, no such table, stand, or structure shall exceed 4 ft. x 4 ft. or 2 ft. x 8 ft.
- b. Whether or not a permit is required, the sale, display, or distribution of merchandise or other materials and the solicitation of contributions or donations is prohibited in the following areas: (1) any location that would impede access to the entrance of any adjacent building or driveway; (2) any location such that the sale or distribution activity would occupy more than half the available sidewalk width, or four feet of sidewalk width, whichever is less; (3) within 10 feet of a fire hydrant, a public telephone, a fire escape, the driveway of a fire or police station, or a loading zone; (4) within the portion of any street intended for the use of motor vehicles which has not been temporarily closed for or in connection with the demonstration or special event; (5) if done with the aid of a table, stand, or structure within any area reserved by a permit issued for an event, if the sponsor of the event has not consented to the presence of the table, stand, or structure; and/or(6) upon the lands or within the structures of Rose Hill Park.
- c. Persons or organizations engaged in the sale, display, or distribution of written or printed materials and/or the solicitation of donations or contributions shall not obstruct or impede pedestrians or vehicles, harass park visitors or attendees of any event, misrepresent the purposes or affiliations of those engaged in the activity, or misrepresent whether written or printed materials being distributed are available without cost or donation.
- d. No sales or distribution activity may be conducted after 10:00 p.m., except in connection with a community event.

8.10. Food and Beverage Sales.

- a. All sales and/or other provision of food and/or beverages must be done in accordance with all licenses, permits, and approvals required by law, including those required by the Health Department, the Department of Alcoholic Beverage Control, and the Town Treasurer. If all required licenses and/or permits have not been provided to the Town, the application or permit may be denied or revoked.
- b. The sponsor shall provide the Town with a diagram identifying the size and location of any tables, stands, food trucks, mobile food units, or other structures to be used for or in connection with the sale of food and beverages. There shall be no sales or distribution of food or beverages in any of the following locations: (1) any location that would impede access to the entrance of a building or driveway; (2) any location such that the sale or distribution activity would occupy more than half the available sidewalk width or four feet of sidewalk width, whichever is less; (3) within 10 feet of a fire hydrant, a public telephone, a fire escape, the driveway of a fire or police station, or a loading zone (unless the loading zone is located in a street temporarily closed in connection with the event); and/or (4) within the portion of any street intended for the use of motor vehicles which has not been temporarily closed for or in connection with the event.
- c. Any person selling or otherwise providing food and/or beverages during an event or community event within an area reserved pursuant to the permit must do so with the consent of the sponsor and must have all licenses, permits, and approvals required by law. The sponsor controls vendors only within the area designated for the event or community event.
- d. There shall be no sale or other provision of food or beverages at any event after 10:00 p.m.
- e. In accordance with the Deed of Gift for the lands of Rose Hill Park, no food and/or beverages may be offered for sale; however, food and/or beverages excluding those containing alcohol and in accordance with all other regulations set forth in this section may be provided free of charge by the sponsor to event attendees.

9.11. Signs and Banners.

The use of signs and banners in or upon the Town’s streets is prohibited for, or in connection with, any event except:

- a. Signs hand-carried by an individual are allowed up to 3 feet by 5 feet in size. If, during an event, signs interfere with the public safety personnel’s ability to conduct their duties due to the signs’ size or use by persons, such signs can be restricted or banned from the event.
- b. Signs are allowed on or within any table, stand, or other structure at which food, beverages, or merchandise is being sold, or at which non-commercial printed material is being distributed, as long as sign is no larger than two (2) square feet in area and contains no advertising or advertisement.
- c. Signs that are attached permanently or semi-permanently to stands or vehicles being used for or in connection with authorized recreational activities or events are allowed.

10.12. Advertising.

Advertising/advertisement by the use of banners, billboards, signs, markers, audio devices, or any

other means whatsoever is prohibited in or upon Town streets, sidewalks, and parks for or in connection with any event. (VA Code 15.2-2013).

11.13. Temporary Structures.

The erection, placement, or use of structures of any kind is prohibited, except:

- a. Temporary structures may be permitted when notice to the Town Manager is provided contemporaneously with the permit application. Examples of temporary structures that may be permitted are as follows: structures erected for the purpose of symbolizing a message, first aid facilities, lost child alerts, and/or shelter for electrical or other sensitive equipment.
- b. Structures that are being hand-carried are allowed as part of a demonstration.
- c. Structures that are permitted pursuant to other sections of these regulations are allowed.
- d. When allowed: (1) structures are not permitted on sidewalk(s) unless they meet the size criteria described in section (7)a of these regulations; (2) structures must be erected in such a manner so as not to unreasonably harm park or other public area resources, and the sponsor of the event must agree to remove such structures as soon as practicable after the conclusion of the permitted demonstration or special event; (3) structures must be capable of being removed upon 10 hours' notice and without permanent damage to Town lands (with the sponsor being responsible for any non-*de minimis* costs of remedying any damage arising out of such removal), and shall be secured in such a manner so as not to interfere unreasonably with use of any park area by other permittees authorized under this section; (4) structures shall not be attached to or fashioned in any way that would damage trees or other existing structures on public lands; and (5) the sponsor must comply with all other regulations concerning temporary structures and required permits as established by the Berryville Planning Department and Clarke County Building Department.
- e. The Town Manager may impose other restrictions upon the use of temporary structures in the interest of protecting park or other public areas and/or traffic and public safety considerations.

12.14. Sanitation and Garbage.

- a. Garbage, trash, rubbish, litter, or any other waste material or waste liquid generated on public property during an event shall be removed from the area by the sponsor of the event or deposited in receptacles provided for that purpose. The improper disposal of such waste is prohibited.
- b. The sponsor of every event shall be required to pay a fee for cleanup costs, in the amount specified in Appendix A. This fee must be paid in advance. If actual cleanup costs incurred by the Town exceed the amount of the Cleanup Deposit, the sponsor will be billed by the Town for the excess.
- c. A sponsor of any event must arrange for such public restroom facilities as may be required by the Health Department, [no less than one \(1\) per 100 attendees](#). The Town shall bear no responsibility for the cost of providing such facilities, and it shall be the sponsor's obligation to provide documentation to the Town Manager that all restroom facilities required by the Health Department have been arranged. Failure to provide documentation of Health Department

approvals prior to an event shall be grounds for denial or revocation of a permit.

13.15. Electricity.

Sponsors in community events may have the use of Town electrical outlets as needed. Sponsors may be required to pay an electricity fee in advance based upon anticipated electricity needs for the event. Attendees in events may not use of Town electrical outlets.

14.16. Fireworks Displays; Open Flame.

Persons desiring to conduct a pyrotechnic display of fireworks on streets or public lands must obtain approval from the State Fire Marshall's Office. Persons desiring to use open burning or open flame on streets or public lands must obtain a permit from the Town as required by sec. 6-1 (Open burning; generally) of the Town Code. Fires upon the lands of Rose Hill Park are prohibited with the exception of fires within grills located in the park designed for the preparation of foods or in conjunction with special ceremonies approved by the Town Manager. (Berryville Town Code sec. 13-36(i) The Chief of Police, in consultation with the Clarke County Director of Fire and EMS, may withhold approval of such permit if its issuance would result in the violation of a Town ordinance or it might jeopardize public health, safety, or welfare.

15.17. Public Safety Personnel.

a. No permit will be granted for an event unless adequate security will be available for the welfare and safety of those attending the event and of the general public. Determination of public safety personal staffing levels will be made by the Town Manager upon consultation with Police Chief, Clarke County Director of Fire and EMS, or other appropriate public safety official.

1) General Requirements.

A) Minimum Required Security Officers:

1) For open events where alcohol is served or offered for sale and admission is not restricted by tickets, fees, or otherwise, the sponsor must pay the cost of one police officer to staff the event, regardless of minimum attendance. When attendance exceeds or is expected to exceed 100 people, the sponsor must pay the cost of one police officer for every 100 (or any portion thereof) additional people attending or expected to attend.

2) For closed events alcohol is served or offered for sale and admission is restricted by tickets, fees, or otherwise, the sponsor must pay the cost of two police officers to staff the event, regardless of minimum attendance. When attendance exceeds or is expected to exceed ~~500~~250 350 people, the sponsor must pay the cost of one police officer for every ~~250~~350 (or any portion thereof) additional people attending or expected to attend.

3) For events at which no alcohol will be served or offered for sale, whether open or closed to the general public, and attendance exceeds or is expected to exceed 250 1,000 people, the sponsor must pay the cost of one police officer to staff the event. The sponsor must pay the cost of one police officer for every 250 1,000 (or any portion

thereof) additional people attending or expected to attend.

- 4) For marathons/races/walks, the sponsor must pay the cost of one police officer per hour of the race. The sponsor may be required to pay for additional police officers to staff the event if the Police Chief determines additional police officers to be necessary due to the geographic location of the proposed event, the time of day the event is scheduled, or other factors related to the safety of attendees or the general public and the efficient flow of traffic and pedestrian travel along the planned route of the event.
 - 5) Additionally, for all events over 500 attendees, the sponsor shall be required to pay the cost of one traffic/parking control officer. ~~for every 250 1,000 people (or any portion thereof) attending the event.~~
 - 6) Upon a determination by the Chief of Police that one or more police vehicles are necessary to assure safe and efficient police coverage of an event, the sponsor must pay a vehicle fee as specified in Appendix A for each required vehicle. A sponsor may request an estimate of the number of vehicles that may be required; however, if circumstances of the event require the assignment of additional vehicles, the sponsor will be responsible for fees for each vehicle actually deployed.
 - 7) Upon a determination by the Clarke County Director of Fire and EMS that one or more fire and/or emergency medical services vehicles are necessary to ensure safe and efficient fire or emergency coverage of an event, the sponsor must pay a vehicle fee, as specified in Appendix A for each required vehicle. A sponsor may request an estimate of the number of vehicles that may be required; however, if circumstances of the event require the assignment of additional vehicles, the sponsor will be responsible for fees for each vehicle actually deployed.
 - 8) Upon a determination by the Clarke County Director of Fire and EMS that one or more firefighters, fire officers, or emergency medical services providers are necessary to ensure safe and efficient fire and emergency coverage of an event, the Sponsor must pay the cost of those firefighters, fire officers, or emergency medical services providers. A Sponsor may request an estimate of the number of firefighters/officers that may be required; however, if circumstances of the event require the assignment of additional firefighters/officers, the sponsor will be responsible for fees for each vehicle actually deployed.
- B) Fees and Charges: The fee(s) and charges associated with the above-stated police officer, firefighter, and emergency vehicle requirements are set in Appendix A. The costs charged to sponsors for required police, fire, and emergency personnel coverage will be the established hourly wage for overtime work for the officer(s) willing and available to cover the event. In the event that the Town's actual cost of police, fire, and emergency personnel coverage exceeds the amount(s) collected in advance as deposits, the sponsor will be responsible for payment of this cost.
- C) When admission fees will be charged, the sponsor of an event shall provide at least two secure access gates at locations approved by the Town's Police Department. For events to which tickers are sold in advance, the sponsor shall, two days prior to the event and at any

other time reasonably requested by the Town, advise the Town as to how many tickets have been sold as of the day of the report.

16.18. Facilities Charges.

The sponsor of an event to which an admission fee will be charged shall pay the Town a rental fee in the amount specified in Appendix -A.

17.19. Carnivals and Circuses.

- a. No circus, carnival, or other similar show shall publish or post in any way within the Town at any time within 15 days prior to the holding of such event within the Town, any advertising of the exhibition of the circus, carnival, or other similar show (VA Code 58.1-3728).
- b. Any circus, carnival, or other, similar show shall obtain the license required by section 9-35 of the Town Code before commencing any activity.
- c. The sponsor of the circus, carnival, etc. shall pay a fee, as specified on Exhibit A hereto, for the inspection of any amusement rides to be offered as part of the event, and shall pay the tent erection fee(s) required by regulations of the Clarke County Building Department.

18.20. Other Conditions and Limits.

A permit may contain additional conditions and limits as may be warranted by the nature of a particular event and are consistent with these regulations, in the interest of protecting park or other Town resources, the use of nearby areas by other persons, and other reasonable property and/or public safety concerns.

Sponsors who request the Town to provide special equipment or facilities (e.g., barricades and cones for street closings, tables, chairs, public address systems, fencing, etc.) will be charged a reasonable fee and rental. An estimate for these fees shall be provided to the sponsor following the sponsor's request for such items.

A permit for a demonstration may be subject only to reasonable time, place, and manner conditions or limits that: (i) are narrowly tailored to serve the Town's significant interest, and (ii) leave open ample alternative channels for communication of the content of the demonstration. No permit denials, revocations, or modifications, and no time, place, or manner conditions or limits imposed on a demonstration may be based on the content of the beliefs expressed or anticipated to be expressed during the demonstration or on factors such as the attire or appearance of persons participating or expected to participate in a demonstration, except to the extent involving unlawful or prohibited items, nor may such conditions or limits favor special events over demonstrations. The Town Manager may impose such conditions or limits on a demonstration (i) during the permitting approval process or (ii) during the occurrence of a permitted demonstration if necessary. These limitations and/or conditions may be imposed to (i) ensure the demonstration meets the stated terms and purposes of these regulations, (ii) due to the occurrence of circumstances unrelated to the demonstration that were not anticipated at the time of approval and that were not caused by demonstration attendees, counter-protestors, or Town officials, or (iii) due to a determination by a public safety official that there exists an imminent likelihood of violence or other threat to public safety endangering persons or threatening to cause significant property damage.

F. Insurance or Other Liability Contract.

Prior to issuance of event permit, the Sponsor must provide the Town with an insurance certificate that verifies the insurance coverage required by these regulations.

1. The sponsor of an event shall furnish a general liability and property damage insurance contract insuring the Sponsor’s liability for personal injury and death and damages to property resulting from its use of public property. This contract shall name the Town of Berryville as the certificate holder and as an additional insured. Please note that if the grounds of the Berryville-Clark County Government Center are the event site, then both the Town and County must be provided certificates.
2. The required general liability and property damage insurance shall be provided in an amount not less than \$1,000,000, and the insurance policy shall name the Town (including its officers, officials, employees, and agents) as an additional insured party to the insurance contract. Failure to provide required insurance and reasonable documentation of the insurance, will be grounds for denial and/or revocation of a permit.

~~3. If alcohol is to be served or sold in connection with the event, then the required insurance shall include a liquor liability rider with a minimum of \$1,000,000 coverage.~~

~~4. If fireworks will be discharged, then a fireworks-specific liability rider with a minimum coverage of \$1,000,000 must be provided.~~

3. Additional coverage required:

Alcohol

If Alcohol is served or sold in connection with the event, then in addition to other required coverage, then Town must be provided with a liquor liability rider with minimum coverage of \$1,000,000 per incident and a \$2,000,000 cap.

Inflatables

If an inflatable bounce house or other similar attraction is to be sited on Town property in connection with the event, then in addition to other required coverage, the Town must be provided with additional liability coverage for this use with a minimum coverage of \$1,000,000 per incident and a \$2,000,000 cap. Such insurance will also include coverage for damage to rented premises with a minimum coverage of \$1,000,000.

Animals

If animal rides, a petting zoo, or the like is to occur or be sited on Town property in connection with the event, then in addition to other required coverage, then the Town must be provided with additional liability coverage for this use with a minimum coverage of \$1,000,000 per incident and a \$2,000,000 cap.

Fireworks

If fireworks will be discharged in connection with the event, then a fireworks-specific liability rider with minimum coverage of \$1,000,000 per incident and a \$2,000,000 cap must be provided to the Town.

5.4. The insurance certificate must include a description of the event that corresponds with the permit application, i.e., electrical use, animals, bouncy house, etc.

6.5. This insurance requirement may be waived, in whole or in part, by the Town Manager for events that do not (i) pose a high level of liability risk to the Town or a material risk to public safety, and (ii) do not involve any inherently dangerous activity. A written request to waive or modify any insurance requirement must be made by the sponsor at the time a permit application is submitted. An approval or denial of the request will be made in writing to the event sponsor by the Town Manager.

7.6. For events held in Rose Hill Park with greater than 25 attendees and for which the Town Manager determines a special events permit is not required (i.e., a birthday party), the event sponsor must secure a low-cost Tenant User Liability Insurance Program (TULIP) through Virginia Risk Sharing Association (VRSA) at <https://app.gatherguard.com/?f=4750>.

8.7. The sponsor of an event for, or in connection with, which any type of royalty or royalties is required to be paid must agree to pay all such royalties (including, without limitation, any which may be due to ASCAP and BMI) and to indemnify and hold the Town harmless from and against any and all royalty payment sought from the Town.

G. Information Collection.

The information collected under these regulations will be used to provide notification to the Town Police, Town Department of Public Works, and local fire and rescue officials of the plans of sponsors of events in order to assist in the provision of security and logistical support.

H. Community Events.

Except as expressly stated, community events shall be conducted in accordance with all the conditions and limits on events as specified herein and be subject to all applicable fees insurance requirements, indemnifications, and deposits. The Town Council may reduce or waive fees charged to a community event. The following events are hereby named as Community events ~~include the following~~:

- Christmas Parade
- Christmas Tree Lighting and related events
- Memorial Day observances
- Veterans Day observances
- Juneteenth observances
- Clarke County High School Homecoming Parade
- National Night Out
- Music in the Park
- Clarke County Parks and Recreation Summer Concert Series

- The Big Flea

- The Cruise In

- Farmer's Market

- ~~Farmers' Market~~

~~The Farmers' Market is held on the Rixey-Moore parking lot on Saturday mornings from April through October. The market is governed by a board and has its own set of regulations that have been reviewed by Town Council.~~

- ~~Music in the Park~~

- ~~Homecoming Parade~~

- ~~Christmas Parade~~

- ~~Summer Concert Series~~

- ~~National Night Out~~

- ~~Memorial Day Observance~~

- ~~Veterans Day Observance~~

APPENDIX A

Special Events and Demonstrations Fee Schedule

1	<u>Event Permit Application Fee</u> (pay upon application)	\$25.00 (non-refundable)
2	<u>Street Closure Fee</u> (pay upon application)	\$100.00 (non-refundable)
3	<u>Gazebo Security Deposit</u> (pay upon application)	\$50.00
4. <u>Public Space Rent</u> (events to which entry is limited by tickets or admission fees)		
	0 – 1,000 attendees	\$50.00
	1,001 – 1,999 attendees	\$100.00
	2,000 – 2,999 attendees	\$150.00
	3,000 attendees and up	\$500.00
	\$50.00 due with application.	Remainder of Public Space Rent to be submitted to the Town within five (5) calendar days following conclusion of the event, along with documentation of total ticket sales or attendance count. The Town may monitor attendance to verify attendance numbers.

- 5. Electricity Fee \$50.00 Advance deposit
 Advance deposit covers first four (4) hours of use. Sponsor will be billed \$10.00 per hour for each additional hour of actual usage.
- 6. “No Parking” Signs \$1.00 per sign – Billed
- 7. Building Permit Fee (Tent) Contact Clarke County Building Department
- 8. Amusement Ride Inspections Contact Clarke County Building Department
- 9. Public Works Fee \$100.00 Advance deposit
 Advance deposit covers first two (2) hours of labor associated with event. Sponsors will be billed ~~\$65~~50.00 per hour for each additional hour of labor that is provided.

10. Public Safety Personnel

\$~~6550~~.00/hr per required officer, advance deposit (refundable up to 24 hours prior to event)

- Deposit due with application.
- For ticketed events, where tickets are sold in advance an additional \$~~6550~~.00 deposit required per required officer/technician, as calculated based on tickets sold as of 48 hours prior to the Event. The additional deposit is due 24 hours in advance of the Event.
- Sponsor will be billed per hour for each officer/technician actually utilized (based on police / fire / EMS estimates of actual attendance and/or circumstances of the event and based on the regular hourly rates or salaries for the police/fire/EMS personnel utilized).
- ~~Hourly Rates: The Sponsor will be billed the higher of: (i) \$30.00 per hour, or (ii) the established hourly wage for overtime work, or (iii) the special event flat rate for FSLA-exempt employees, as may apply for each of the particular officer(s)/technician(s) willing and available to cover the event, for each officer/technician actually utilized, plus an administrative fee in the amount of ten percent (10%) of the total billed amount.~~

11. Public Safety Vehicle Fee

\$25.00 per required vehicle – Billed

12. Cleanup Fee

- Closed Event (admission limited by tickets or fees) \$300.00 Advance Deposit
Refundable if event cancelled in advance
- Other Events \$100.00 Advance Deposit
Refundable if event cancelled in advance

13. Approval

The schedule of fees above was approved and adopted by action of the Town of Berryville Council on ~~October 8, 2019~~.

APPENDIX B

Special Events Forms

- I. Special Event Permit Application
- II. Town of Berryville Land Use Permit
- III. Rules and Regulations Governing the Use of Rose Hill Park



Special Event Permit Application

FOR OFFICIAL USE ONLY

Organizational Status
 Non-Profit Commercial Independent

Attachment Verification
 Maps Insurance ABC Permit
 Tent Permit VDH Permit
 Road Closure Permits

NAME OF EVENT : _____

Activity type (Please select all that apply):

- | | | |
|--|--|--------------------------------|
| <input type="checkbox"/> Block Party | <input type="checkbox"/> Demonstration | <input type="checkbox"/> Other |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Festival | (please describe) |
| <input type="checkbox"/> Film Production | <input type="checkbox"/> Race/Walk | _____ |
| <input type="checkbox"/> Carnival | <input type="checkbox"/> Fair | _____ |

Event Location Requested:

- Rose Hill Park Rixey-Moore Parking Lot Hogan's Alley
- Other _____

Group Requesting Event _____

Date of Event _____

Rain Date, if any _____

Time of Event _____

Date Application Received

Organizer's contact Information (Representative must be present at the event with approved permit available for inspection)

Primary Name _____ Cell Phone _____

Address _____ Work Phone _____

City _____ State/Zip _____

Email _____ Home Phone _____

Secondary Name _____ Cell Phone _____

Address _____ Work Phone _____

City _____ State/Zip _____

Email _____ Home Phone _____

Description of the Event (Please attach additional sheet if more space is needed)

Will the activity require the blocking of any surrounding public streets, driveways or entrances?

Yes _____ No _____ If yes, please identify: _____

Event Hours

Set-Up Time _____ Hours of Event _____ Clean-Up Time _____

Anticipated Attendance

Participants _____ Spectators _____ Other _____

Name of Insurance Company: _____

Copy of Certificate of Insurance providing \$1 million in general liability insurance is required. The Town of Berryville must be named as the certificate holder and as an additional insured. This amount may be increased or waived as deemed necessary by the Town Manager or their designee. Please note that alcohol, animals, and/or fireworks on site require additional insurance.

Will sound amplification devices be used? Yes _____ No _____

If Yes, length of time: _____

Will the event require use of any parking lots for staging areas? Yes _____ No _____

If Yes, please identify: _____

Will alcohol be served? Yes _____ No _____

If Yes, all state laws and local ordinances must be followed. The organizer must obtain a Virginia ABC permit (<http://www.abc.virginia.gov/>) and is responsible for all required permits.

Will food be served? Yes _____ No _____

If Yes, the organizer may be required to obtain a permit from the Virginia Department of Health (540/955-1033) and is responsible for all requisite permits.

Will any fees be charged in association with the event, admission, etc.?

Yes _____ No _____ If yes, amount to be charged _____

If Yes and the special event is to occur in Rose Hill Park, please note that a Fundraising Permit is required upon application for valid and duly-constituted non-profit organizations for the purpose of approved charitable, educational, cultural, and/or community-oriented projects and activities. Commercial activity is prohibited.

Will you have security on site? Yes _____ No _____

If Yes, please identify who will be on site _____

Will weapons or firearms be present? Yes _____ No _____

If Yes, please provide detail of activity _____

Will there be a parade? Yes _____ No _____ (If yes, please complete the following section)

VDOT and/or Town of Berryville Land Use Permit and fee are required.

Please identify parade route

Will there be vehicles in the parade? Yes _____ No _____ Number of vehicles anticipated _____

What time will staging occur? _____

Where will staging occur? _____

Will there be animals in the parade? Yes _____ No _____

If Yes, what type and how many? _____

Will you need assistance from Fire & Rescue? Yes _____ No _____

If Yes, please contact John H. Enders Fire & Rescue at 540/955-1110 at least ten (10) days prior to the event.

Will you be using any of the following? (Mark all that apply)

___ Tents

___ Tables

___ Portable Toilets

___ Live Radio

___ Signs

___ Electricity

___ Banners

___ Animals

Please note: Architectural Review Board review and approval and Zoning Permits may be required for certain banners, signs and temporary structures.

Please supply a sketch of how the requested venue will be organized for the event below, or attach a map with this application.

Hold Harmless Agreement

_____ (Legal name of business/organizer, exactly as it appears on Insurance Endorsement), shall defend and hold harmless, the Town, its officers, employees, agents, and representatives thereof, harmless from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violation of rights sustained by any person or property in consequence of any neglect on behalf of _____ (legal name of business/organizer) while their personal property is situated on Town Property.

_____ (Legal name of business/organizer) shall further hold the Town harmless for any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree.

Legal Name of Business/Organizer _____
(As it appears above)

By (signature): _____

Name (printed): _____

Title: _____

Address: _____

Date: _____

+++++

For Office Use Only

Permit Approved _____ Denied _____

By: _____

Date: _____

Permit # _____

Special Event Permit # _____

Permission is hereby granted to _____
(Name of Organization/ Organizer)

for the use of the facilities identified in the attached application on _____
(Date)

from _____ to _____.
(Time)

This permit is issued with the understanding that _____
(Name of Organizer)

shall accept responsibility for adherence to the Town of Berryville Special Events and Demonstrations Regulations, Ordinances of the Town of Berryville (Chapter 20- Parades and Demonstrations), and Ordinances of the Town of Berryville (§ 13-36 Regulation of Use and Conduct in Rose Hill Park) as well as to any special conditions which may be attached hereto.

Date _____ Signed _____
Town Manager

Special Fundraising Permit

Permission is further granted to the above-named organization for a fundraising event pursuant to the approved application for same dated _____.

Date _____ Signed _____
Town Manager



LAND USE PERMIT
LUP-A Land Use Permit Application

APPLICATION is hereby made for permit as shown on the accompanying plan or sketch and as described below. Said activity(s) will be done under and in accordance with the rules and regulations of the Council of the Town of Berryville, in so far as said rules are applicable thereto and any agreement between the parties herein before referred to.

Type or print clearly

Applicant Driver's license or Tax ID No.
Owner Name
Address
City State Zip Code

Contact Name
E-mail Address
Telephone Number Emergency
Telephone Number Fax Number

Agent Driver's license or Tax ID No.
Agent Name
Address
City State Zip Code

Contact Name
E-mail Address
Telephone Number
Emergency Telephone Number Fax Number

Permit Term Requested Fees Enclosed \$ Check Number
Money Order Other Estimated cost of work to be performed on Town of Berryville Right of Way \$

Surety Information:
Surety Posted by: Owner Agent Surety Refund to: Owner Agent Surety Waived
Amount of Surety \$ Obligation Amount \$ Check #
Surety Company Name Bond #

LUP-CS CASH SURETY AFFIDAVIT PROVIDED FOR CASH SURETY

Applicant has provided proof of the following requirements in accordance as defined in §2.2-1151.1 of the Code of Virginia

- (1) The utility company has registered as an operator with the appropriate notification center.
(2) Attached is a notarized affidavit, stating that the utility owner has notified the commercial and residential developer, owner of commercial or multifamily real estate, or local government entities with a property interest in any parcel of land located adjacent to the property over which the land use is being requested, that application for the permit has been made.

Request permission to perform the following activity(s):

as per attached plans.

Location: [] Town of Route No. Street Name
Latitude Longitude Tax Map Number Applicant Job No. Between Route No. Street Name and Route No. Street Name

[] IF APPLICABLE, I AGREE TO PAY THE FULL SALARY AND EXPENSES OF A TOWN ASSIGNED INSPECTOR IN CONJUNCTION WITH ACTIVITIES AUTHORIZED UNDER THE AUSPICES OF A TOWN OF BERRYVILLE LAND USE PERMIT

Signature of Applicant: Title Date
Signature of Agent: Title Date

All applicable items on this form must be completed to avoid delay in processing the issuance of a Town of Berryville Land Use Permit. Prepayment required with remittance payable to Town of Berryville.

TOWN OF BERRYVILLE USE ONLY

Receipt is hereby acknowledged for: CHECK No. MONEY ORDER No.
In the Amount of \$ for PERMIT FEE \$ CASH SURETY \$
Authorized Town Signature: Date:



PLEASE READ CAREFULLY

RULES AND REGULATIONS GOVERNING THE USE OF ROSE HILL PARK

NOTICE: THE TOWN OF BERRYVILLE IS NOT RESPONSIBLE FOR ACCIDENTS, INJURY, OR LOSS OR DAMAGE TO PERSONAL PROPERTY.

1. All applications for permission to use Rose Hill Park facilities for a special event shall follow procedures outlined in the Regulations for Special Events and Demonstrations.
2. It shall be a condition of all special event permits issued for use of the park and its facilities that no person, whether or not a member of the sponsoring group or a participant in the special event, can be denied access or free passage to, from, or within all or any portion of Rose Hill Park or any facilities therein. Rose Hill Park shall at all times remain a public park with right of free passage to all members of the public.
3. No individual, group, or organization will be permitted to use the park for profit or gain in the absence of a special fund-raising permit obtained from the Town pursuant to paragraph four (4) herein. All regular park permits shall be conditioned on an understanding that the special event is not a benefit affair, that no admission is to be charged, and that no tickets will be sold. There will be no gambling or games of chance except as may be permitted by a special fund-raising permit issued pursuant to paragraph four (4) herein.
4. The Town may issue a special fund-raising permit upon application, on forms provided by the Town, by valid and duly-constituted non-profit organizations for the purpose of approved charitable, educational, cultural, religious and/or community-oriented projects and activities. All other rules and regulations governing the use of Rose Hill Park, as set forth herein, shall apply to such fund-raising events approved by special permit.
5. No alcoholic beverages or illegal controlled substances are allowed on the premises at any time.
6. Users of the Rose Hill Park gazebo may not deface the structure in any way. No driving of nails, thumb tacks, or fastening to light fixtures will be permitted. Plans for any decorating must be submitted for approval with special event permit applications.
7. The Town of Berryville furnishes only such lighting and electrical service as is in place. Any additional services and equipment needed for a special event must be furnished by the user. When special or additional lighting or other electrical equipment is required, approval of electrical connections by the Town of Berryville Director of Public Works must be obtained at least forty-eight (48) hours prior to any such lighting or equipment being placed in use.
8. All groups using the Rose Hill Park facilities will be responsible for setting up any equipment, such as chairs and tables, to their own liking. The Town of Berryville cannot provide personnel assistance for any loading, unloading, or setting up of such equipment.

9. All groups using the Rose Hill facilities shall clean up, dismantle and remove any equipment, and in general, leave the premises in the same condition as they found them, upon conclusion of the special event. All garbage and trash must be put in heavy-duty plastic trash bags, to be supplied by the sponsoring group, and placed in the park's trash containers.
10. Any and all damage to the grounds, buildings, and equipment must be corrected by the sponsoring group to the satisfaction of designated officials of the Town of Berryville. Correction may include replacement if deemed warranted by such Town Officials.
11. All activities and required cleanup shall be concluded no later than 12:00 midnight of the day of the scheduled event.
12. Users of the park and its facilities must take adequate provision to guard against public disturbances or other unsafe practices.
14. No event is official until it is entered on the schedule and a special event permit is issued by the Town of Berryville.
15. All groups using the park and its facilities must abide by these rules and regulations and any special conditions which might be attached to individual permits. In the event unusual and special considerations associated with a particular event would render complete satisfaction of these provisions a hardship, prior approval of any variance or deviation must be obtained from designated Town Officials. The Town reserves the right to require a damage deposit, in such amount as the Town deems appropriate, as a special condition to individual permits.
16. For cause, permits are subject to cancellation or revocation by the Town of Berryville.

Item Title

Gift Acceptance Policy

Prepared By

Jean Petti

Background/History/General Information

Greenway Garden club wishes to donate a tree to Rose Hill Park in honor of their 75th Anniversary. No guidelines exist for accepting donations of this type. Examples of other donations include: a bench, a sculpture of a bench, a pollinator bed, a peace pole, and a community snake rock art installation.

Attachments

1. Draft of a gifts acceptance policy

Recommendation

None, except a timely response for the garden club.

Town of Berryville Gift Acceptance Policies and Guidelines

The Town of Berryville may accept gifts, donations, bequests or grants from any source, which are related to the powers, duties and functions of the Town. Generally, gifts valued at less than \$1000 may be accepted or denied by the Town Manager. Gifts valued over \$1000 shall be accepted or denied by Town Council.

The Town may refuse gifts of any value for any reason, stated or undisclosed.

Donation or gift shall mean a monetary (cash) contribution, personal property, real property, equipment, in-kind goods or services, or any other asset for which the donor has not received any goods, services, or any other form of tangible compensation in return. For purposes of this policy, “donation” or “gift” shall be synonymous.

Restricted donation shall mean donations or gifts designated in writing by the donor for a specific or particular Town department, location, or purpose. It shall also mean donations or gifts received for specific programs or activities established by the Town. The Town shall make a good faith effort to ensure the restrictions placed upon the donation are fulfilled. Unrestricted donation shall mean a donation to the Town without any limitations being placed upon its use. Unrestricted donations shall be recorded in the General Fund.

While Berryville does not provide tax advice, every effort will be made to assist donors in complying with the intents and purposes of the Internal Revenue Service in allowing charitable tax benefits. Berryville employees and agents are prohibited from advising donors about the tax consequences of their donations.

Gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest. Prior to acceptance of real estate, Berryville shall require a title search and an initial environmental review of the property to ensure that the property has no environmental damage, easement(s), or potential liability.

Prohibited Gifts are those which:

- Create an actual or potential conflict of interest;
- Are inconsistent with Town ordinances, priorities, comprehensive plan, or budget;
- Include undue restrictions on the display, use, or disposal thereof; or
- Incur excessive maintenance or insurance costs.

Acceptable Gifts are those which:

- Are consistent with Town ordinances and priorities;
- Carry no restrictions or only restrictions that have been approved by Town Manager; and
- Do not increase maintenance or other costs of the Town.

Specific considerations:

Gifts of trees, shrubs, or other plants shall not be fruiting, invasive, or odiferous. The Berryville Tree Board shall provide advice on acceptance in accordance with Rose Hill Park Master Plan.

Gifts of benches, planters, artwork, or similar shall require negligible maintenance and conform to the colors and architectural styles vernacular in the Town.

Plaques are discouraged. Any plaque shall be no more than 2” by 6”. The field shall be in shades of black, grey, or brown. The words may be in a metallic color. No alternative colors and no photos or artwork are permissible.

Town Council Report

23 June 2026

Item Title

Fall Paving Projects

Prepared By

Jean Petti

Background/History/General Information

Fall 2026 asphalt projects:

Hermitage Boulevard, entire length

Alexander Drive at Hermitage Blvd, milling to reduce (though not eliminate) the dip in the asphalt that directs stormwater.

Hancock Court, pending water line replacements

Identification and prioritization of concrete projects for spring 2027 is underway

Recommendation

None. Information only