



# PRINCE WILLIAM COUNTY

## Trails and Blueways Council Meeting Agenda May 28, 2024, at 6:30PM George Hellwig Administration Building

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Administrative Business Items, 5 min.**
  - a. Resolution 24-X – Remote Participation – David Brickley
  - b. Resolution 24-X – Remote Participation – Eileen Sheridan
  - c. Approval of April 23, 2024, Meeting Minutes
  - d. Acceptance of April 22, 2024, Powell's Creek Crossing Charette Notes
  - e. Acceptance of May 8, 2024, PHNST Subcommittee Notes
  - f. Additional Resolutions, if any
- 4. Citizen's Time, 10 min.**
- 5. County Agency Representative's Time and Presentation Items, 30 min.**
  - a. Parks and Recreation
    - i. DPR Volunteer Program Presentation, John Simkins & Eugene Loew
    - ii. FLAP Grant PHNST Gap Study Update, David Kroeger
  - b. Transportation
    - i. ATIIP Grant Application for 'VRE Manassas Line Trail; Landmark to City of Manassas', Bryce Barrett
    - ii. Resolution 24-X – Supporting the ATIIP Grant Application for the VRE Manassas Line Trail
    - iii. Yorkshire TLC Grant Update, Bryce Barrett
  - c. Planning
- 6. Community Development Applications, 30 min.**
  - a. Overview of recent rezoning applications, Bryce Barrett (see reverse for additional information)
    - i. Hawthorn at Kettle Run (464 acres, 277 SF)
    - ii. Alderwood at Kettle Run (294 acres, mix of 706 SF and TH units)
    - iii. Longleaf at Kettle Run (316 acres, mix of 775 SF and TH units)
  - b. Destination Place, Liz Cronauer
  - c. Other Applications of Interest – More Info can be found on DAPS
    - i. Manassas Mall (REZ2024-00039) – first submission
    - ii. Thomas Farm (REZ2023-00031) – third submission
    - iii. Belmont Bay (REZ2024-00040) – first submission
    - iv. Heathcote Blvd Pad Sites - SUPs 2023-00025, -00026, -00027, -00033, -00034
- 7. Presentation Items/Reports**
- 8. Organization Representative's Time, 10 min.**
- 9. Member's Time, 20 min.**
- 10. Meeting Recap, 5 min.**
  - a. PHNST Subcommittee – July 17
  - b. Next meeting's agenda – June 25
- 11. Adjourn**



## **Development Application – Additional Information**

When accessing the following links, please click on “planning-review package” to view the application; the files are very large and may take time to open.

Hawthorn at Kettle Run (464 acres, 277 SF units) link located at:

<https://egcss.pwcgov.org/SelfService#/plan/08bb3b0c-b9cb-4e67-8093-da4ca317b9a5?tab=attachments>

Alderwood at Kettle Run (294 acres, mix of 706 SF and TH units) – link located at:

<https://egcss.pwcgov.org/SelfService#/plan/024dde1d-32aa-44cf-8881-ad5f446d4cd1?tab=attachments>

Longleaf at Kettle Run (316 acres, mix of 775 SF and TH units) – link located at:

<https://egcss.pwcgov.org/SelfService#/plan/d776a8bc-e329-40f5-a870-af5dd28cb5ed?tab=attachments>



**MOTION:**

**May 28, 2024  
Regular Meeting  
Res. No. 24-X**

**SECOND:**

**RE: APPROVE DAVID BRICKLEY'S REQUEST TO PARTICIPATE  
REMOTELY THROUGH ELECTRONIC COMMUNICATION MEANS**

**ACTION:**

**WHEREAS**, the Prince William County Trails and Blueways Council adopted a policy pursuant to Section 2.2-3708.2, VA Code Ann., to allow for remote participation by Members of the Council, and

**WHEREAS**, in accordance with the Council's policy, David Brickley notified the Chair that they (the member) is requesting permission from the Council to electronically participate at the Council's May 28, 2024 Meeting; and

**WHEREAS**, the member certified (Check A or B);

- A. \_\_\_\_\_ the Member is unable to attend the meeting due to (i) a temporary or permanent disability or other medical condition that prevents the Member's physical attendance or (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance; OR
- B.   X   the Member is unable to attend the meeting due to the following specifically identified personal matter: (specify) travel

AND the Member has not already participated electronically due to a personal reason in excess of two meetings this calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater; and

**WHEREAS**, the remote location from which the Member plans to electronically participate is his residence; and this remote location will/will not (*underline one*) be open to the public; and

**WHEREAS** the Member verifies that the Member's participation in any closed session of the meeting shall remain confidential and not be disclosed to any unauthorized persons or entities; and



**WHEREAS**, pursuant to the Council's policy, a request for electronic participation from a remote location shall be approved unless participation violates the Council's policy or any provisions of the Virginia Freedom of Information Act;

**NOW, THEREFORE, BE IT RESOLVED** that the Prince William County Trails and Blueways Council does approve the request to participate in the meeting through electronic communication means in accordance with the Council's policy; a quorum of the Council was physically assembled at one primary or central meeting location; and arrangements were made for the voice of the Member to be heard by all persons at the primary or central meeting location.

**Votes:**

**Ayes: X**

**Nays: X**

**Absent from Vote: X**

**Absent from Meeting: X**

**SIGNED:**



Prince William Trails and Blueways Council chair







**MOTION:**

**May 28, 2024  
Regular Meeting  
Res. No. 24-X**

**SECOND:**

**RE: APPROVE EILEEN SHERIDAN'S REQUEST TO PARTICIPATE  
REMOTELY THROUGH ELECTRONIC COMMUNICATION MEANS**

**ACTION:**

**WHEREAS**, the Prince William County Trails and Blueways Council adopted a policy pursuant to Section 2.2-3708.2, VA Code Ann., to allow for remote participation by Members of the Council, and

**WHEREAS**, in accordance with the Council's policy, Eileen Sheridan notified the Chair that they (the member) is requesting permission from the Council to electronically participate at the Council's May 28, 2024 Meeting; and

**WHEREAS**, the member certified (Check A or B);

- A. \_\_\_\_\_ the Member is unable to attend the meeting due to (i) a temporary or permanent disability or other medical condition that prevents the Member's physical attendance or (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance; OR
- B.   X   the Member is unable to attend the meeting due to the following specifically identified personal matter: (specify) travel

AND the Member has not already participated electronically due to a personal reason in excess of two meetings this calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater; and

**WHEREAS**, the remote location from which the Member plans to electronically participate is his residence; and this remote location will/will not (*underline one*) be open to the public; and

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**Votes:**

**Ayes: X**

**Nays: X**

**Absent from Vote: X**

**Absent from Meeting: X**

**SIGNED:**



Prince William Trails and Blueways Council chair







**Prince William County**  
**TRAILS AND BLUEWAYS COUNCIL**

Advisors to the Board of County Supervisors

**Meeting Minutes**  
**April 23, 2024; 6:30 PM**

**Attendance**

<b>District</b>	<b>Appointee</b>	<b>Present (in person)</b>	<b>Present (virtual)</b>	<b>Absent</b>
At Large	Amy Latalladi-Fulton	✓		
	Bill McCarty		✓	
Brentsville	Liz Cronauer	✓		
	Catherine O'Connor		✓	
Coles	Mike DePue	✓		
	Joe Marshall	✓		
Gainesville	Duane Martin	✓		
	VACANT			
Neabsco	Jason Williams	✓		
	Rich Wilson	✓		
Occoquan	Eileen Sheridan	✓		
	Neil Nelson	✓		
Potomac	Steven Cover	✓		
	Bill Selfridge	✓		
Woodbridge	David Brickley	✓		
	Lynda Silverstrand			✓

Staff persons Bryce Barrett, Yolanda Hipski, David Kroeger, and DPR Deputy Director Janet Bartnik were present. Eugene Loew participated virtually.

**Call to Order**

The meeting was called to order by Liz Cronauer at 6:30 PM.

**Pledge of Allegiance**



**Administrative:**

- March 26, 2024, T&BC minutes were approved through a motion by Eileen and seconded by Duane.
- April 5, 2024, Bristoe Battlefield Visit Notes were approved through a motion by Neil and seconded by Steven.
- Resolution 24-7 allowing virtual attendance by Catherine O'Connor was approved through a motion by Duane and seconded by Rich.
- Resolution 24-8 allowing virtual attendance by Bill McCarty was approved through a motion by David and seconded by Duane.

**Citizen's Time.**

- Joan Flynn expressed interest in the Powell's Crossing Project. She is excited about it but also has concerns of how it may affect her neighborhood.
- Charlie Grymes expressed appreciation for trails support from T&BC members citing that support in part toward obtaining the new \$1M in trails funding by the BOCS.
- Russell Bryant discussed the trails and parks maintenance funding.

**County Agency Representatives**

**PWC Department of Parks and Recreation.** Janet Bartnik, David Kroeger

- David went over the \$325K FLAP Grant status. He should hear back any day now from the consultant being considered. He went over all three gaps and showed maps of the study area of each (see attachments). The Gap1 map was as expected. The Gap2 map needs to focus on the connections into the Gap area as these are more difficult than the gap shown. The Gap2 map incorrectly labels the town as Occoquan; it should be labeled Dumfries. For the Gap3 map, questions were raised why the Marine Corp property wasn't part of the gap study area.

**PWC Transportation.** Bryce Barrett

- Bryce provided an update on Bike-to-Work Day on May 17<sup>th</sup>. There are nine pit stops in Prince William County and he will be captaining the Manassas VRE station pit stop. To encourage more ridership, PWC is giving away two bikes and a bike maintenance package from A-1 Cycling to three county participants. One must sign up at a pit stop to enter.
- The BOCS will have a proclamation for Bike-to-Work Day on May 14<sup>th</sup> – anyone who is planning to participate is welcome to come to that BOCS meeting and possibly participate in the photo. Bryce is increasing the number of publications promoting the event from an article on the County Facebook page to coordination with Omni Ride and the city of Manassas.
- Joe asked if anyone at the Parks and Recreation building bikes to work. He notes there are no bike racks around the building and would love to see one for days he bikes to T&BC meetings.
- Bryce finally has permission to update the bike and pedestrian pages on the county website. He hopes to work on these over the coming months and invites anyone with information to add to contact him.
- His goal of getting the county certified as a Bike Friendly Community like the city of Manassas is still a ways off.

**PWC Planning.** Yolanda Hipski

- Yolanda described an upcoming consultant meeting for the Yorkshire TLC Study that was to take place on April 25<sup>th</sup>. She hopes to have their draft findings at the May T&BC meeting.



- The Route 28 Bypass is still on hold with option 2B the plan of record.
- The VDOT 123 Study has no updates. On May 8<sup>th</sup> at 6:30 PM VDOT will have an online presentation. Whether VDOT will do anything that will preclude taking the PHNST under I-95 per the T&BC's February resolution 24-4 is still unresolved.

### **Presentations/Reports.**

#### **Destination Place Rezoning Application, Yolanda Hipski and David Kroeger**

- Yolanda and David described a new rezoning application for Destination Place, a key piece of real estate along the Occoquan River Waterfront. See attached slides. David described the waterfront vision and gateway to the county captured in the Woodbridge Small Area Plan which featured a waterfront PHNST section and potential Commuter Ferry terminal along this stretch. This is key piece in routing the PHNST under I-95 and US 1. There were no proffers in this submission. It is expected that this is the first of many submissions; however, any comments from T&BC members should be sent to Patti before May 20<sup>th</sup> when DPR comments are due.
- It was recommended that members send resolution 24-4 to their supervisors to remind them of the recommended routing for the PHNST in relation to this parcel. Eileen promised to provide some sample wording for such a communication.

#### **Evergreen at Telegraph Road, Bryce Barrett**

- Bryce provided a summary of a second rezoning, Evergreen at Telegraph Road. This went to the Planning Commission on April 10 and passed with a split decision. It has RPA impacts and no good connections for bikes or pedestrians to its 311 multi-family units. "Redevelopment" was supposed to include both residences and the shopping center, but only the residences were included in this rezoning application, leaving a very undesirable transportation situation.
- 

#### **County-wide Trails Plan Discussion, Janet Bartnik**

- Janet started a dialog of what the county-wide trails plan should look like. She started with the need for Blueways in the plan per some of the work Mike DePue has done. They are trying to define what partners should be part of this plan. They are currently collecting information and hope to kick this off by the Fall. Easements are a key part of this. They are also looking at what communities need and connections to other counties. They talked about destination points and how to connect to the population. Joe recommended they also look at it from the user in a community and how and what they can be connected to. Janet plans to create a new google sheet to collect information that can be seen by the T&BC and possibly other shareholders. Joe asked that they don't wait until everything is in place before sharing but instead work on sections so we can incrementally improve as they fill in all the information.
- 

#### **Powell's Creek Crossing Reflections, Liz Cronauer**

- On April 22<sup>nd</sup>, members of the T&BC met with the contractor to discuss the Powell's Creek Crossing. Slides from that meeting will be distributed to T&BC members. The Consultant did a good job considering how to get to the crossing and presented this well at the meeting. However, they relied heavily on Leesylvania State Park for parking solutions and a meeting later that day with the park did not conclude with any solutions for using existing Leesylvania State Park parking areas with the exception of a new small parking lot and rest room facility under the train bridge near the water. This is not sufficient for the expected number of Powell's crossing



users. The larger potential for parking may focus on the Potomac Shores side and it is important to get their organizations to buy in.

- Multiple T&BC members expressed disappointment in the limits of the study as defined by DPR as not considering areas farther west of the railroad tracks. Several reconnaissance trips have been undertaken exploring these options by T&BC members.

**Neabsco Greenway Presentation, David Kroeger**

- David provided three maps of the existing Greenway and corridors for other parts of the Greenway. See attached slides. Only one area is mature enough to expand.
- Other areas are lacking in existing easements and have lots of property owners (HOAs and others) to work with before such trails may become a reality.

**Organization Representatives' Time**

**Greater Prince William Trails Coalition (GPWTC).** Eileen Sheridan, Chair, Neil Nelson, Secretary

- The Quarterly Meeting will take place on Thursday, April 25<sup>th</sup> at 10 AM at the GMU Science Center in Belmont Bay. Keynote talk will be on Health Benefits of the Outdoors and Prescriptions for Nature.

**Prince William Trails & Streams Coalition (PWTSC).** Neil Nelson

- The Marumscos Cleanup collected over 90 bags of trash, and other assorted items.
- The second Sunday hike occurred on April 13<sup>th</sup> along the north side of Powell's Crossing. Participants hiked west of the proposed crossing area, though they didn't know this.

**Mid Atlantic Off-Road Enthusiasts (MORE).** Jason Williams, Rich Wilson

- The next SMORES ride at Andrew Leitch Park will be on May 7<sup>th</sup>.
- A raffle has been set up to collect for Locust Shade Park improvements.
- There will be a jump session and competition on June 1<sup>st</sup> at Locust Shade Park.
- Jason described a Spring Bloom event at Leesylvania State Park featuring Alan Wagner's efforts.

**Trails Keepers.** Catherine O'Connor

- Trails Keepers were exhibitors at the Bluebell Festival at Merrimac Park.
- They took part in a cleanup on Devlin Road.
- The second Sunday hike at Silver Lake Park was very muddy.

**Members' Time:**

- Amy:
  - Amy described a fun vacation to Greece and England. They explored England's Malvern Hills with very nice views.
- Bill:
  - No comments.
- Catherine:
  - No comments.
- David:
  - David polled PHNST members and set the next PHNST subcommittee meeting for May 8<sup>th</sup> at 2 PM at Hellwig.
  - David suggested creating T&BC Challenge Coins to help in our trails advocating efforts.



## T&BC Meeting Minutes – April 23<sup>rd</sup>, 2024

- David just returned from a five week vacation featuring a repositioning cruise.
- Duane:
  - No comments.
- Eileen:
  - No comments.
- Jason:
  - Jason described an upcoming mountain bike ride and race at Quantico. He is looking for volunteers to help run this.
  - Conway Robinson State Forest trails were recently cleared as some 20 to 30 trees were down.
- Joe:
  - Joe will attach the latest status of our goals planning worksheet to the minutes. See attached.
- Liz:
  - Liz highlighted a letter from the 123 Coalition to Supervisors Boddy and Franklin about the 123 / Old Bridge intersection design that was passed out at the beginning of the meeting.
  - Liz thanked the DPR Staff for all their efforts preparing for our monthly meetings.
- Lynda:
  - Not present.
- Mike:
  - Mike described Powell's Crossing as a project with 40 years of impacts. He stated that parking problems need to be fixed or it will not be successful.
- Neil:
  - Neil described a new plan to build 92 new town homes in Belmont Bay using a new contractor. It may not need any reviews. He also completed his feature mapping of his section of the PHNST for NVRC.
- Rich:
  - No comments.
- Steven:
  - Steven talked about HOAs and civic groups.
- Bill S.:
  - No comments.

### **Meeting Recap:**

- None

### **Next meeting agenda items:**

- May meeting agenda items should be forwarded to Liz, Amy, or Joe by May 14<sup>th</sup>.

### **Next meetings:**

- At Hellwig: PHNST S/C – May 8<sup>th</sup> at 2 PM.
- At Hellwig: Full T&BC – May 28<sup>th</sup> at 6:30 PM.

**Adjourn:** The meeting adjourned at 8:54 PM based on motion by Eileen, seconded by Neil.



**MOTION:**

**April 23, 2024  
Regular Meeting  
Res. No. 24-7**

**SECOND:**

**RE: APPROVE CATHERINE O’CONNOR REQUEST TO PARTICIPATE  
REMOTELY THROUGH ELECTRONIC COMMUNICATION MEANS**

**ACTION:**

**WHEREAS**, the Prince William County Trails and Blueways Council adopted a policy pursuant to Section 2.2-3708.2, VA Code Ann., to allow for remote participation by Members of the Council, and

**WHEREAS**, in accordance with the Council’s policy, Catherine O’Connor notified the Chair that they (the member) is requesting permission from the Council to electronically participate at the Council’s April 23, 2024 Meeting; and

**WHEREAS**, the member certified (Check A or B);

- A.   X   the Member is unable to attend the meeting due to (i) a temporary or permanent disability or other medical condition that prevents the Member’s physical attendance or (ii) a family member’s medical condition that requires the member to provide care for such family member, thereby preventing the member’s physical attendance; OR
- B.            the Member is unable to attend the meeting due to the following specifically identified personal matter: (specify)

AND the Member has not already participated electronically due to a personal reason in excess of two meetings this calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater; and

**WHEREAS**, the remote location from which the Member plans to electronically participate is his residence; and this remote location will/will not (*underline one*) be open to the public; and

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**Votes:**

**Ayes: 12**

**Nays: 0**

**Absent from Vote: 1**

**Absent from Meeting: 2**

**SIGNED:**   
Prince William Trails and Blueways Council chair



**MOTION:**

**April 23, 2024  
Regular Meeting  
Res. No. 24-8**

**SECOND:**

**RE: APPROVE BILL MCCARTY'S REQUEST TO PARTICIPATE  
REMOTELY THROUGH ELECTRONIC COMMUNICATION MEANS**

**ACTION:**

**WHEREAS**, the Prince William County Trails and Blueways Council adopted a policy pursuant to Section 2.2-3708.2, VA Code Ann., to allow for remote participation by Members of the Council, and

**WHEREAS**, in accordance with the Council's policy, Bill McCarty notified the Chair that they (the member) is requesting permission from the Council to electronically participate at the Council's April 23, 2024 Meeting; and

**WHEREAS**, the member certified (Check A or B);

- A. \_\_\_\_\_ the Member is unable to attend the meeting due to (i) a temporary or permanent disability or other medical condition that prevents the Member's physical attendance or (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance; OR
- B.   X   the Member is unable to attend the meeting due to the following specifically identified personal matter: (specify) work issue

AND the Member has not already participated electronically due to a personal reason in excess of two meetings this calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater; and

**WHEREAS**, the remote location from which the Member plans to electronically participate is his residence; and this remote location will/will not (*underline one*) be open to the public; and

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**Votes:**

**Ayes: 13**

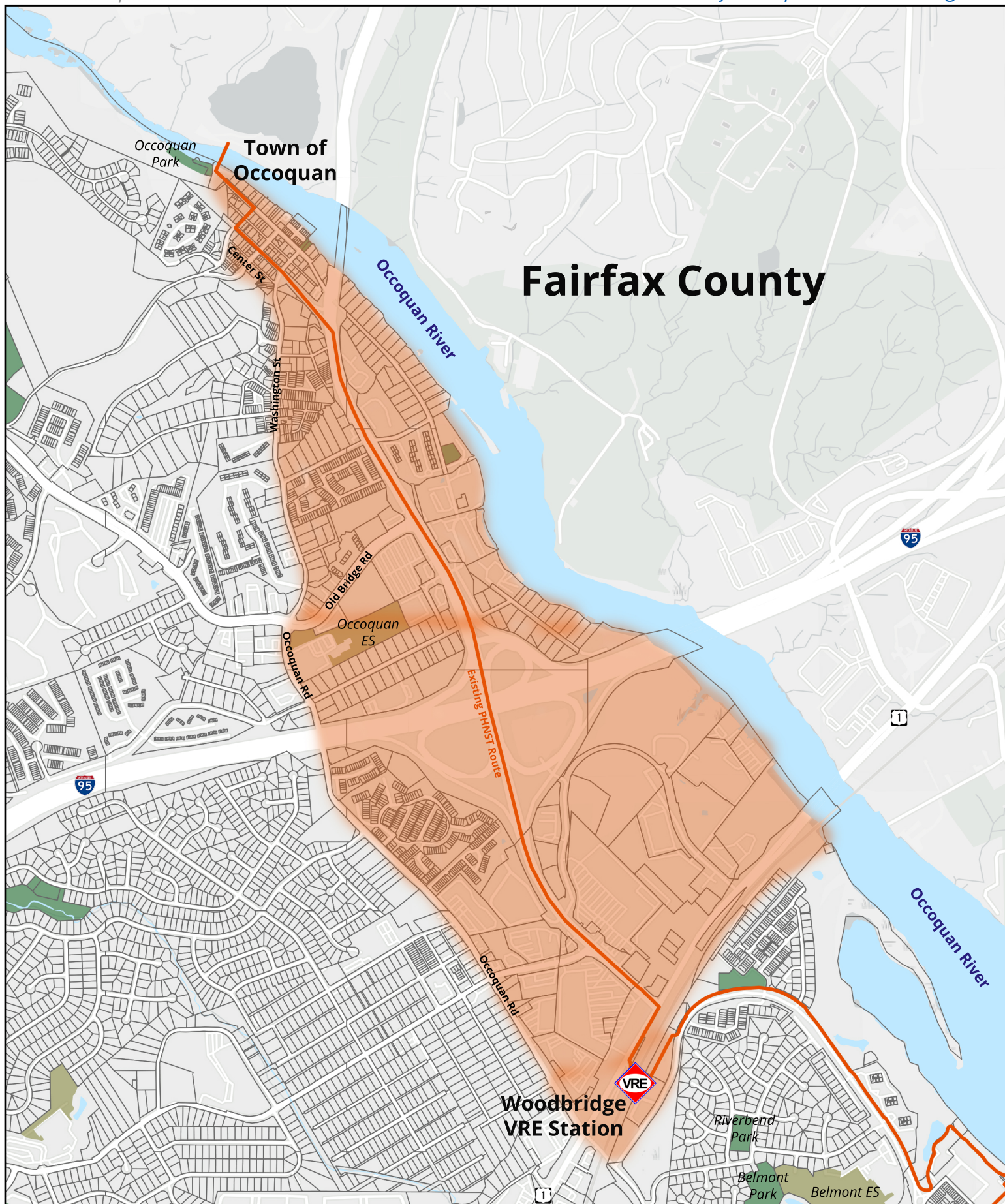
**Nays: 0**

**Absent from Vote: 1**

**Absent from Meeting: 1**

**SIGNED:**   
Prince William Trails and Blueways Council chair





1,000

Feet



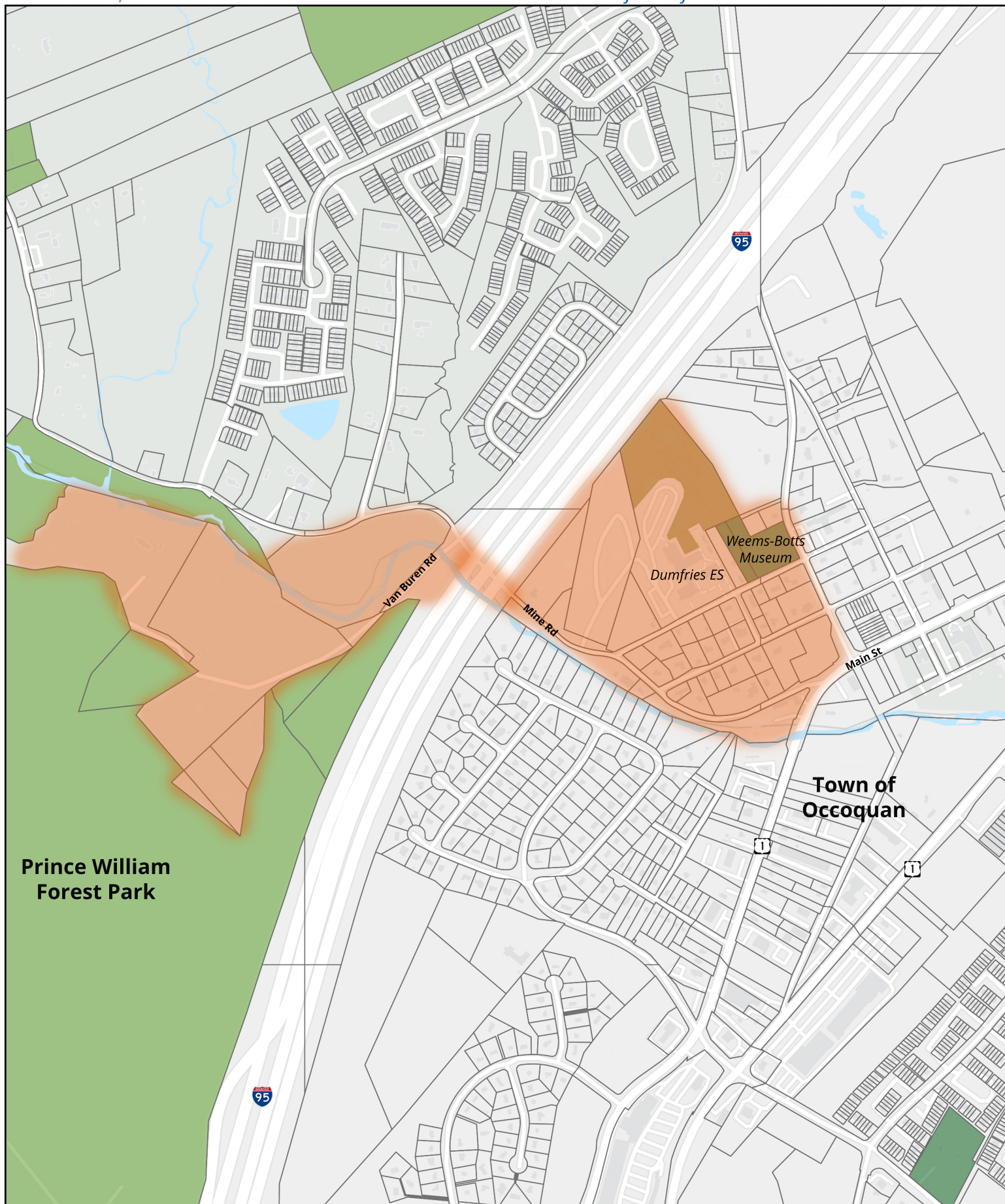


# PRINCE WILLIAM

— Parks, Recreation & Tourism

## PHNST Gap Analysis #2

*Town of Dumfries into Prince William Forest Park*



760

Feet





# PRINCE WILLIAM

— Parks, Recreation & Tourism

## PHNST Gap Analysis #3

*Prince William Forest Park to National Museum of the Marine Corps*



660

Feet





# DESTINATION PLACE

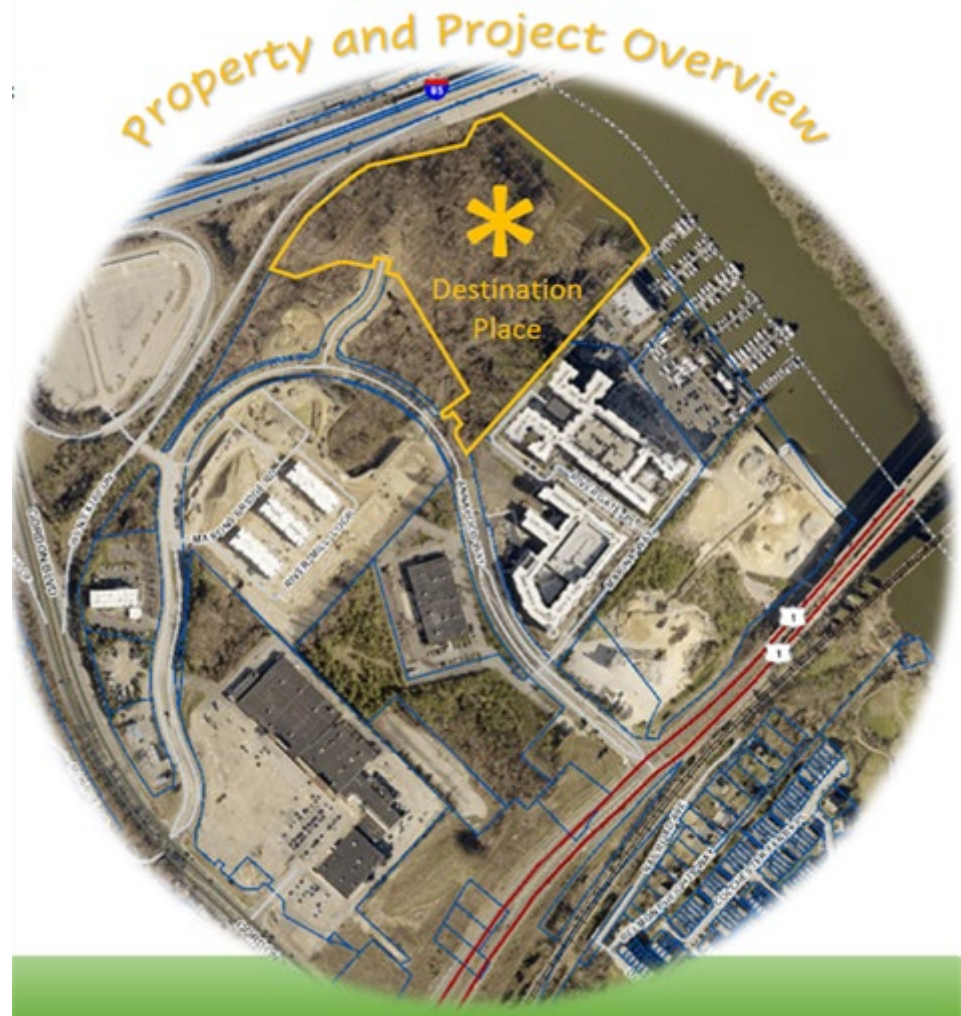
April 23, 2024

Rezoning Application  
REZ2024-00033, 1<sup>st</sup> Submission



## Destination Place - Rezoning Request

- Requests rezoning from R-16, A-1, and B-1 to PMR (Planned Mixed Residential)
- Proposes up to 485 dwelling units (TH and/or MF)
- No schematic layout of units provided in application
- No draft proffer statement included in application
- Staff comment deadline is May 20, 2024



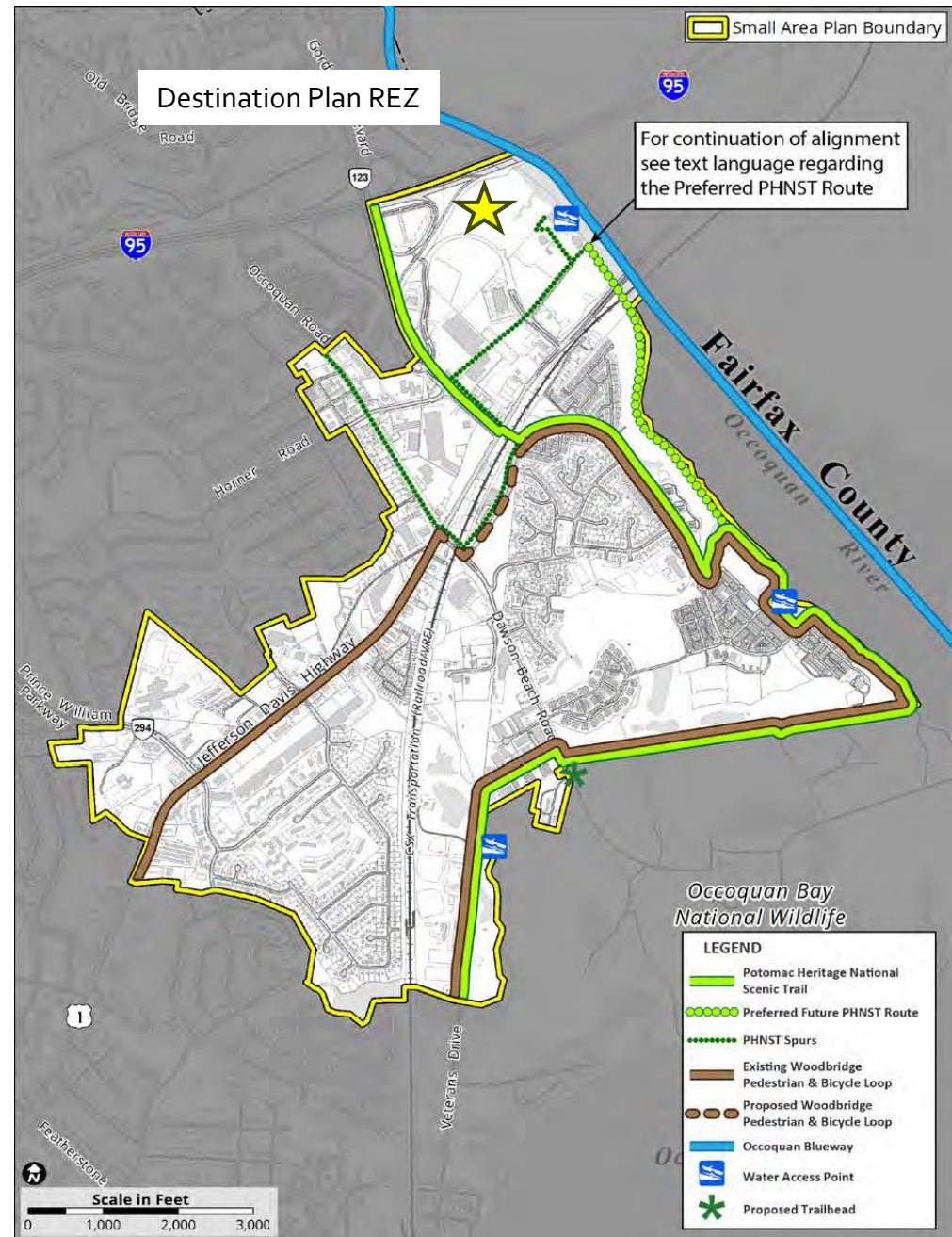


## Current Conditions/Plans

### North Woodbridge Small Area Plan – PHNST Description

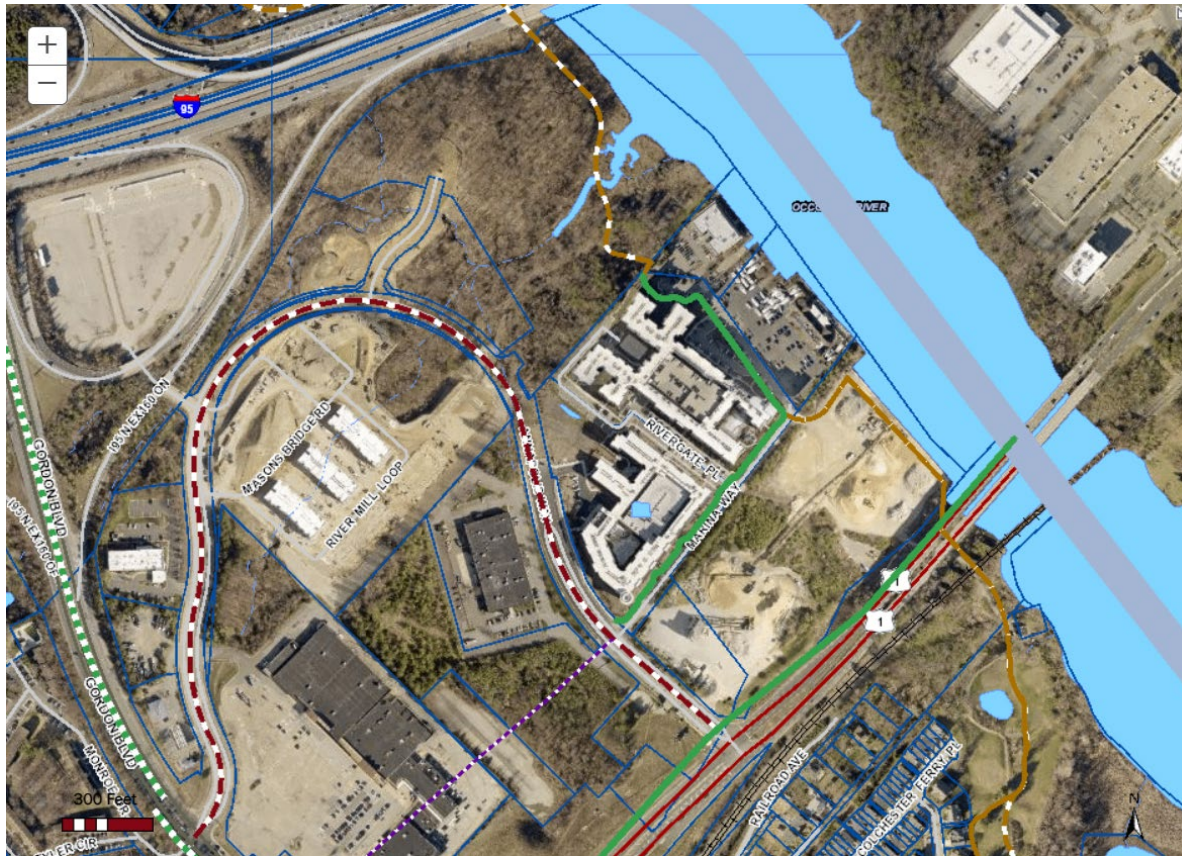
The route of this trail is significant for this Small Area Plan as it traverses all three subareas. The establishment of a trail route that is both safe and scenic with views of the Occoquan and Potomac Rivers will provide a catalyst for new businesses and aid in creating a sense of place and defining North Woodbridge as a destination.

Reference the Proposed Regional Trail Connections Map. Preferred PHNST Route: Within the North Woodbridge Town Center area, the preferred trail connection of the PHNST is to be located within the area shown as a Waterfront within the Urban Neighborhood land use designation. If the trail is not located directly along the waterfront of the Occoquan River, then a spur or multiple spurs of the trail should be established to provide public waterfront accessibility. The existing trail segment along the Rivergate property should be incorporated into the trail as a trail spur.



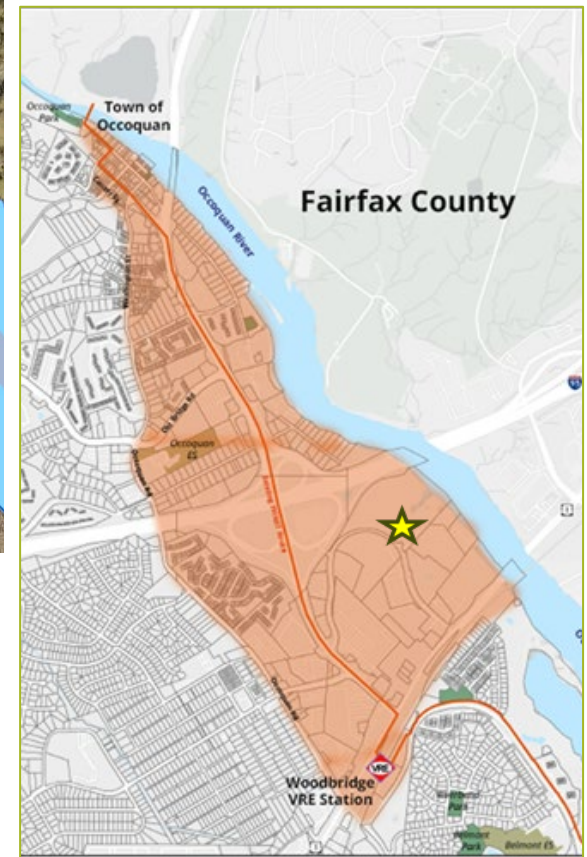


## Current Conditions/Plans



Trails as shown in Mobility Chapter

Green line in Rivergate is an existing shared use path over which the County holds an easement, intended for the PHNST.



Pending Gap Analysis Study Area



## Applicant Proposed Pedestrian and Vehicular Connectivity

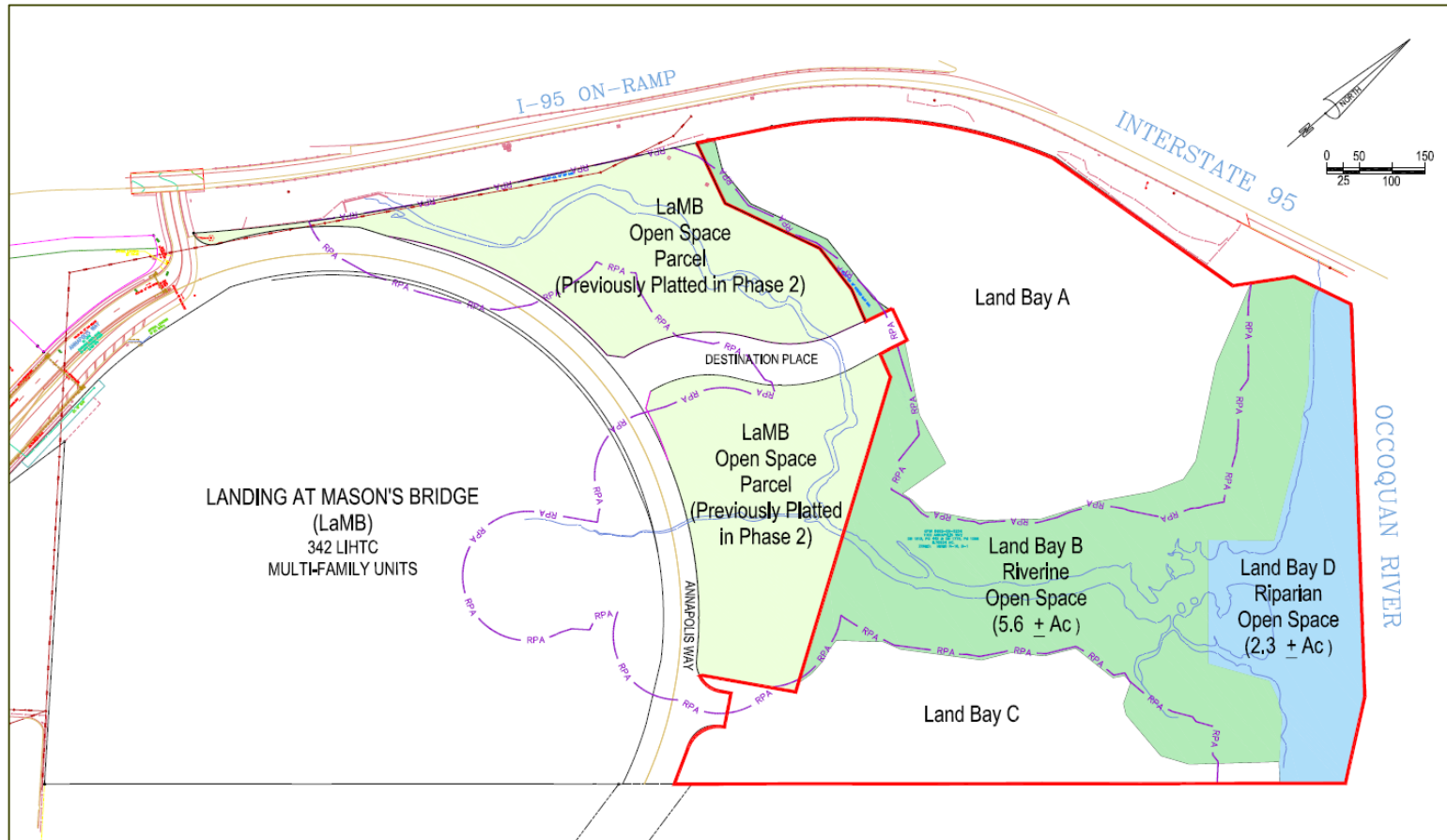
### Pedestrian Connectivity



### Vehicular Connectivity







## Pedestrian Connectivity Description from Application

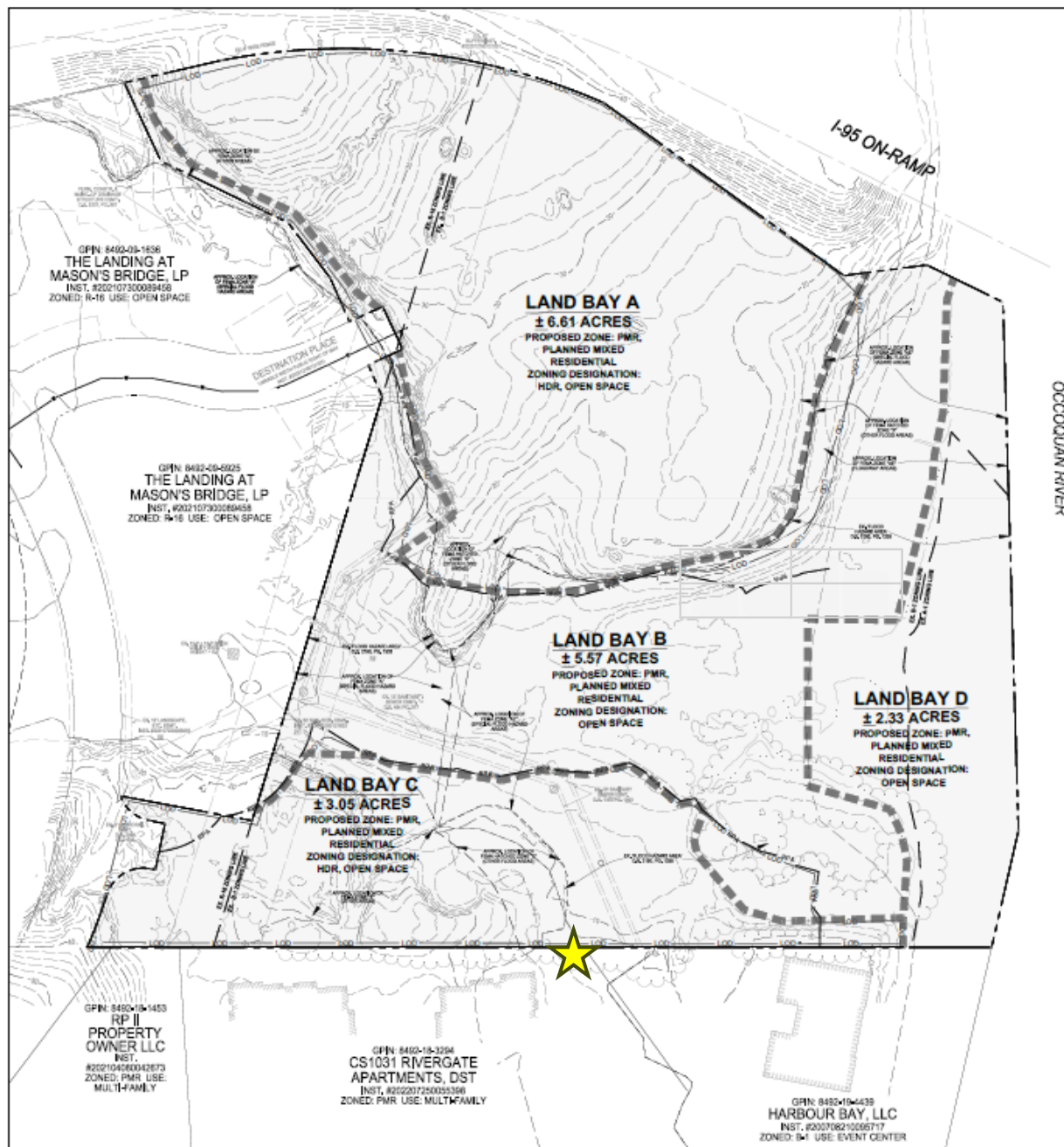
Pedestrian connectivity within and between Land Bays A and C and between Land Bays A and C and the external community will be facilitated by sidewalks along all public and private streets and by the 10-foot wide multi-use trail under construction along Annapolis Way.



## Parks and Recreation Amenities as Offered by Applicant

- Playground: Neighborhood appropriate playground(s) will be provided within Destination Place, with sizes, locations and features to be determined at site plan engineering.
- Recreational Areas. A component of the Annapolis Way Development Agreement facilitated the inclusion of a 10-foot wide multi-use path along the Destination Place side of Annapolis Way. This trail segment implements the recommendations of the North Woodbridge Small Area Plan with respect to the PHNST through this portion of the Town Center, providing a critical link between U.S. Route 1 and Interstate 95.
- Use of Common Areas. All common areas will be for the use of the residents of the community, and for activities benefiting, or, for the enjoyment of the residents of the community.



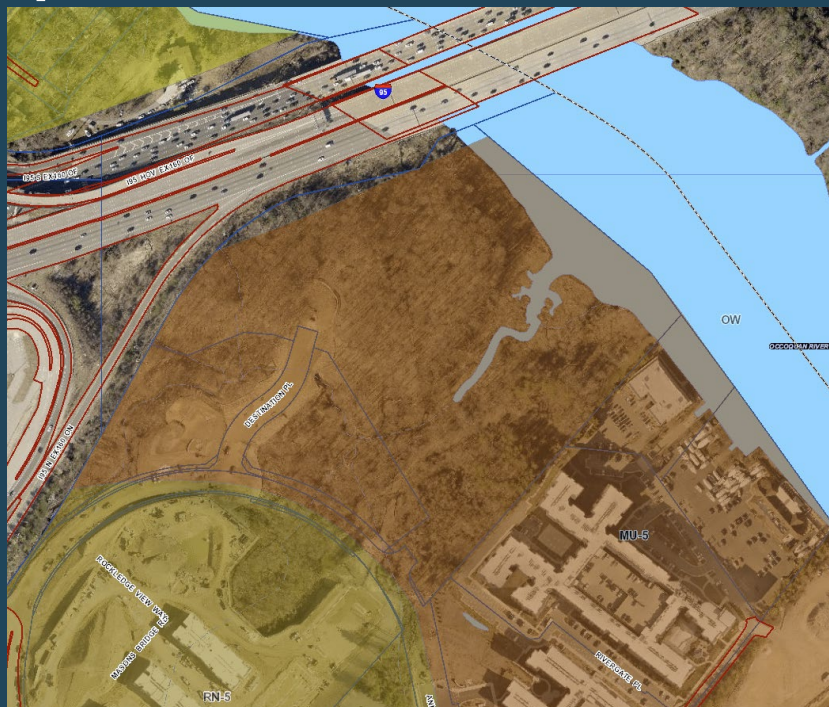


Land Bay	Land Use	Max. Units
A	TH, MF, OS	425
B	Riverine OS	0
C	TH, MF, OS	60
D	Riparian OS	0

★ Approximate location of connecting trail easement



# PWC Land Use Chapter of Comprehensive Plan



**Town Center & Urban Town Centers (TC & UTC)** - This is a subset of the mixed-use category consisting of transects T-5 and T-6. Town Centers provide a mix of uses arranged in a pedestrian friendly urban form and are locations for regional commercial, entertainment destinations, and access to amenities for adjacent residential and employment centers. Streets are interconnected and multi-modal with parking located behind buildings. Short blocks with shallow setbacks and onstreet parking are appropriate. *(page 151 PWC Comprehensive Plan- Adopted 12/13/22)*

Town Center (TC & UTC)	T-5	T-6
		
Town Center and Urban Town Centers provide a mix of uses arranged in a pedestrian-friendly urban form. These centers are locations for regional commercial and entertainment destinations as well as access to amenities for adjacent residential and employment centers. Streets are interconnected and multi-modal with parking located behind buildings. Short blocks with shallow setbacks and on-street parking are appropriate.		
Primary Uses	Secondary Uses	Implementing Zoning Districts
Commercial, Office Institutional Multi-Family Residential Retail & Service Commercial Transit	Civic Arts & Entertainment Parking	PMD PMR R-30 R-U MXD-U B-1
Use Pattern	Target Residential Density	Target Non-Residential FAR
Based on Street Typology	T-6: 50 - 100 du/acre T-5: 12 - 50 du/acre	T-6: 2.3 - 3.0 FAR T-5: 1.38 - 3.0 FAR
<p><b>TARGET LAND USE MIX</b></p>  <ul style="list-style-type: none"> <li>Residential: 40 - 80%</li> <li>Non-Residential: 30 - 60%</li> <li>Civic: 5%+</li> <li>Percentage of target land use mix based on entire district</li> </ul>		
Target Building Height		Minimum Open Space
<ul style="list-style-type: none"> <li>T-6: 8 - 20+ stories</li> <li>T-5: 6 - 12 stories</li> </ul>		10% of site



OPEN SPACE SUMMARY:

TOTAL PARCEL AREA.....±9.92 ACRES

EXISTING ZONE.....B-1/A-1  
PROPOSED ZONE.....PMR, UHDR

OPEN SPACE REQ'D.....30%  
OPEN SPACE PROV'D.....±40%

TREE CANOPY REQUIRED.....10%

LANDSCAPE NOTES:

1) PROPOSED TREES, SHRUBS AND GROUNDCOVER ARE SHOWN IN THE DETAILS HEREON FOR ILLUSTRATIVE PURPOSES ONLY. THE TYPE, NUMBER AND LOCATION OF PROPOSED VEGETATION WILL BE PROVIDED WITH THE FINAL SITE PLAN, WITH PLANTING STANDARDS PROVIDED AS APPROVED WITH THE REZONING.

2) PROPOSED LANDSCAPING AS SHOWN HEREON IS ILLUSTRATIVE, SUBJECT TO CHANGES WITH FINAL ENGINEERING. ULTIMATE LANDSCAPING FOR BUFFERS, STRIPS AND AROUND THE SITE WILL BE PROVIDED IN ACCORDANCE WITH THE PWC DCSM AT SITE PLAN EXCEPT AS MODIFIED IN CONNECTION WITH THIS REZONING.

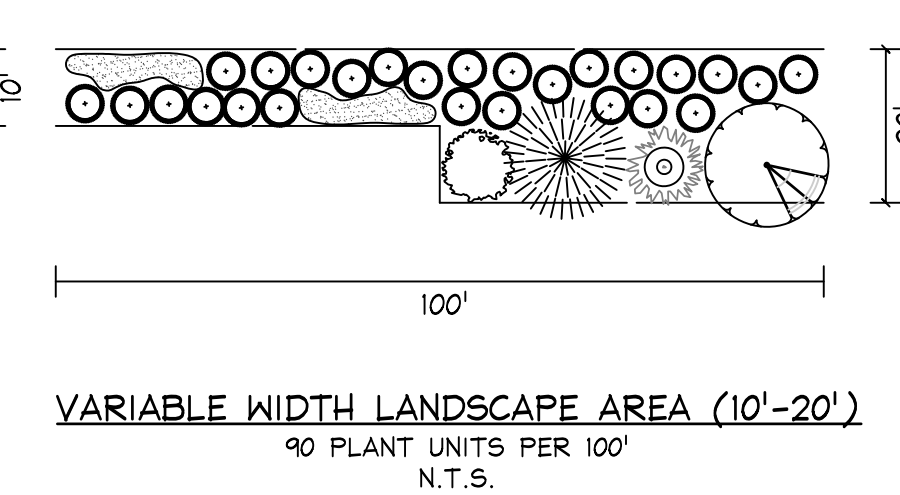
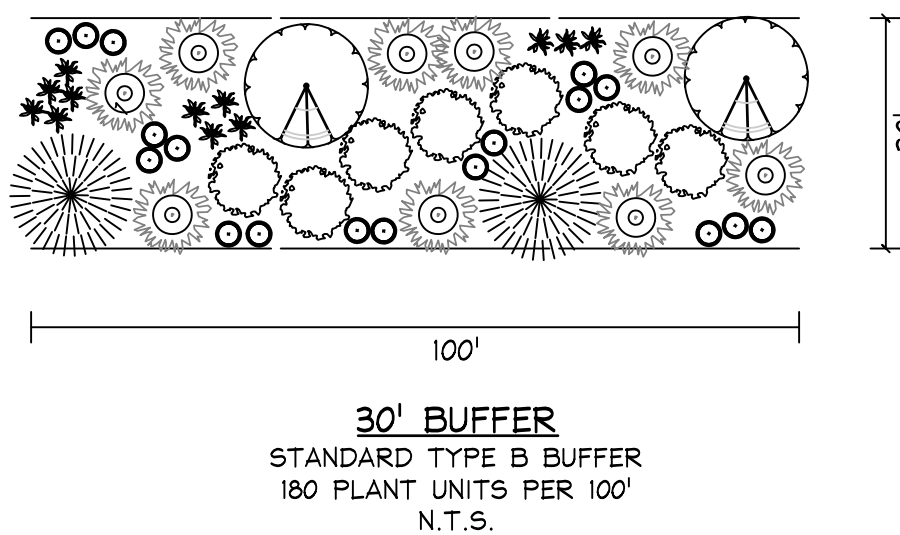
3) LANDSCAPING WITHIN EXISTING AND PROPOSED EASEMENTS WILL ONLY BE PERMITTED WITH THE PERMISSION OF THE EASEMENT OWNER AND PURSUANT TO PWC DCSM STANDARDS.

LEGEND:

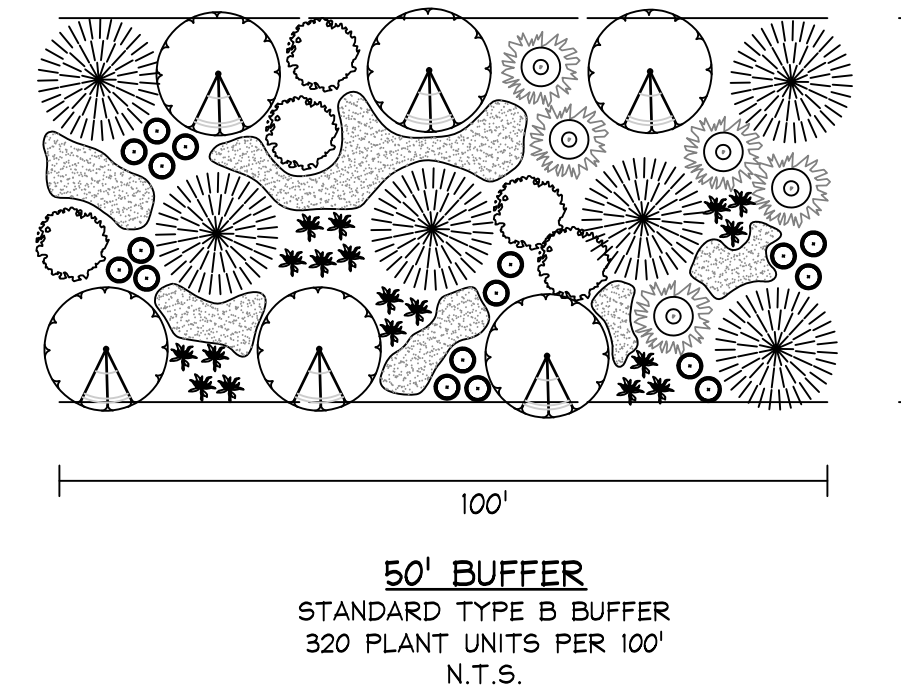
- REZONING BOUNDARY
- FIELD DELINEATED RPA
- PROPOSED SIDEWALK
- APPROX. LIMITS OF CLEARING
- EXISTING STREAM
- EXISTING WETLANDS
- PROPOSED OPEN SPACE AREAS

LANDSCAPE LEGEND:

- LARGE DECIDUOUS
- LARGE EVERGREEN
- MEDIUM/COMPACT EVERGREEN
- MEDIUM/COMPACT DECIDUOUS
- SHRUBS
- ORNAMENTAL GRASSES/ MULCH BEDS/ PERENNIALS



NOTE: PORTIONS OF THE VARIABLE WIDTH LANDSCAPE AREA ALONG TELEGRAPH ROAD WHICH OVERLAP EXISTING OR PROPOSED EASEMENTS WILL BE PLANTED WITH SHRUBS, GRASSES, MULCH BEDS AND PERENNIALS, AS PERMITTED IN ACCORDANCE WITH SECTION 802.43 OF THE PWC DCSM.



GPIN 8291-76-2328,  
PORTIONS 2 AND 3  
(1"=100')

N/F  
POTOMAC FESTIVAL, LLC  
INSTRUMENT 2001228039130  
PARCEL 2  
HARRINGTON ASSOCIATES LIMITED  
PARTNERSHIP SUBDIVISION  
DEED BOOK 1425 PAGE 490  
MAP DRAWER 67 PAGE 58  
GPIN: 8291-76-1385  
EX. ZONE: B-1  
EX. USE: SHOPPING CENTER

N/F  
POTOMAC FESTIVAL, LLC  
INST. 2001228039130  
PARCEL 1  
HARRINGTON ASSOCIATES LIMITED  
PARTNERSHIP SUBDIVISION  
D.B. 1425 PG. 490  
M.D. 67 PG. 58  
GPIN: 8291-76-1385  
EX. ZONE: B-1 EX. USE: SHOPPING CENTER

35' WATER & SAN SEW ESMT  
DEED BOOK 1577 PAGE 1018  
MAP DRAWER 65 PAGE 123

RPA SHOWN IN  
ACCORDANCE WITH  
APPROVED PFD  
ASP2023-00005, AND  
APPROVED PASA  
ASP2023-00004

RPA SHOWN IN  
ACCORDANCE WITH  
APPROVED PFD  
ASP2023-00005, AND  
APPROVED PASA  
ASP2023-00004

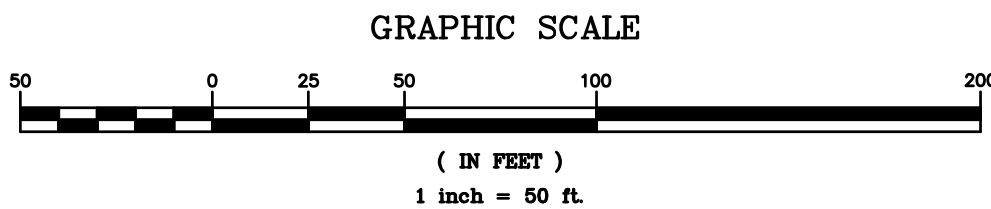
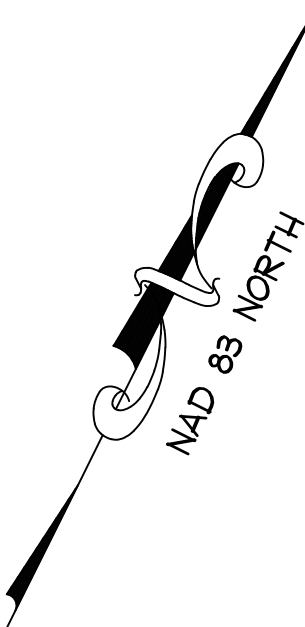
APPROX. BLDG FOOTPRINT,  
SHOWN FOR ILLUSTRATIVE  
PURPOSES ONLY

INTERIOR  
COURTYARD

APPROX. BLDG FOOTPRINT,  
SHOWN FOR ILLUSTRATIVE  
PURPOSES ONLY

APPROX. LOCATION EX,  
30' SANITARY SEWER EASEMENT

TELEGRAPH ROAD  
(VARIABLE WIDTH RIGHT-OF-WAY)  
POSTED WITH SPEED LIMIT 30 MPH  
FUNCTIONAL CLASSIFICATION: LOCAL STREET



INTERSTATE 95 RAMP "E"  
(VARIABLE WIDTH RIGHT-OF-WAY)

OPEN SPACE AND BUFFER PLAN  
EVERGREEN AT TELEGRAPH  
REZONING #REZ2023-00013

NEABSCO MAGISTERIAL DISTRICT  
PRINCE WILLIAM COUNTY



ENGINEERING GROUPE PROJECT STATUS	
DATE	ACTION
2/16/24	ADDRESS COUNTY COMMENTS
12/5/23	ADDRESS COUNTY COMMENTS
8/25/23	ADDRESS COUNTY COMMENTS

DATE:	JAN. 3, 2023
SCALE:	1"=50'
DESIGNER:	DA
DRAFTSMAN:	DMB
FILE NO.	M-3391
SHEET	3 OF 4












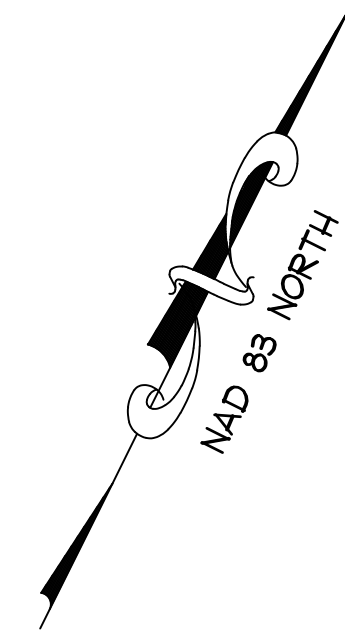
MULTI-FAMILY, HIGH RISE:

NOTE: PARKING TABULATION IS BASED UPON UNIT TYPES THAT ARE SUBJECT TO CHANGE IN CONNECTION WITH FINAL SITE PLAN AND BUILDING DESIGN. COMPLIANCE WITH DCSM PARKING STANDARDS WILL BE DEMONSTRATED IN CONNECTION WITH FINAL SITE PLAN.


1) EXISTING WATER AND SEWER LINES ARE SHOWN  
HEREON IN ACCORDANCE WITH PWCSA MAPS.

**LEGEND:**

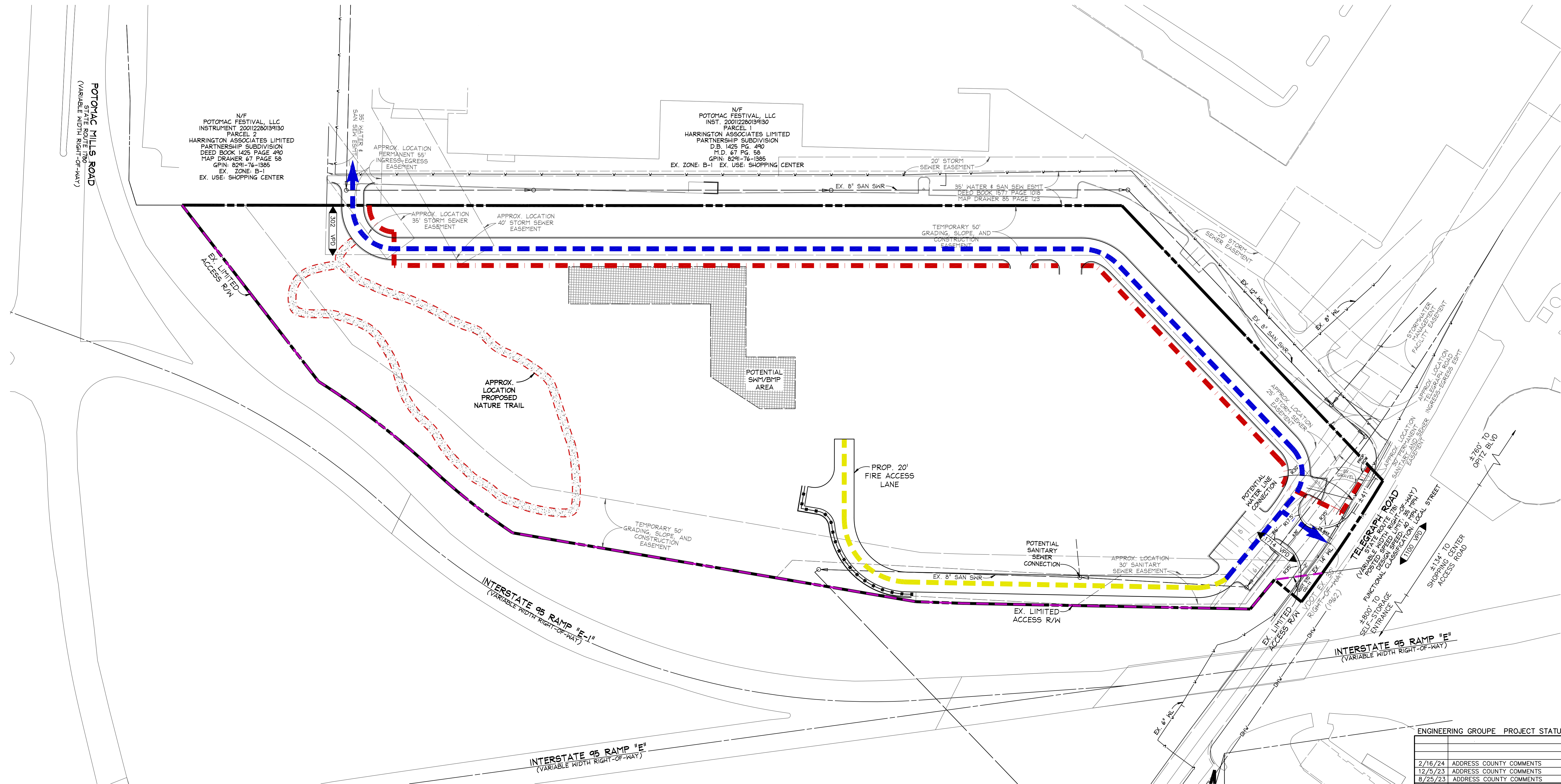
	REZONING BOUNDARY
	EXISTING WATER LINE
	EXISTING SEWER LINE
	PRIMARY ROAD NETWORK
	FIRE ACCESS LANE
	PEDESTRIAN ACCESS
	LIMITED ACCESS R/W
	POTENTIAL STORMWATER MANAGEMENT AREAS
	POTENTIAL ACCESS POINT



**GRAPHIC SCALE**

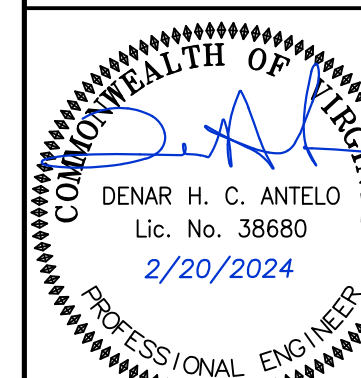


( IN FEET )  
1 inch = 50 ft.



ENGINEERING GROUPE		PROJECT STATUS
2/16/24	ADDRESS COUNTY COMMENTS	
12/5/23	ADDRESS COUNTY COMMENTS	
8/25/23	ADDRESS COUNTY COMMENTS	
DATE	ACTION	

DATE:	JAN. 3, 2023
SCALE:	1"=50'
DESIGNER:	DA
DRAFTSMAN:	DMB
FILE NO.	M-3391
SHEET	4 OF 4

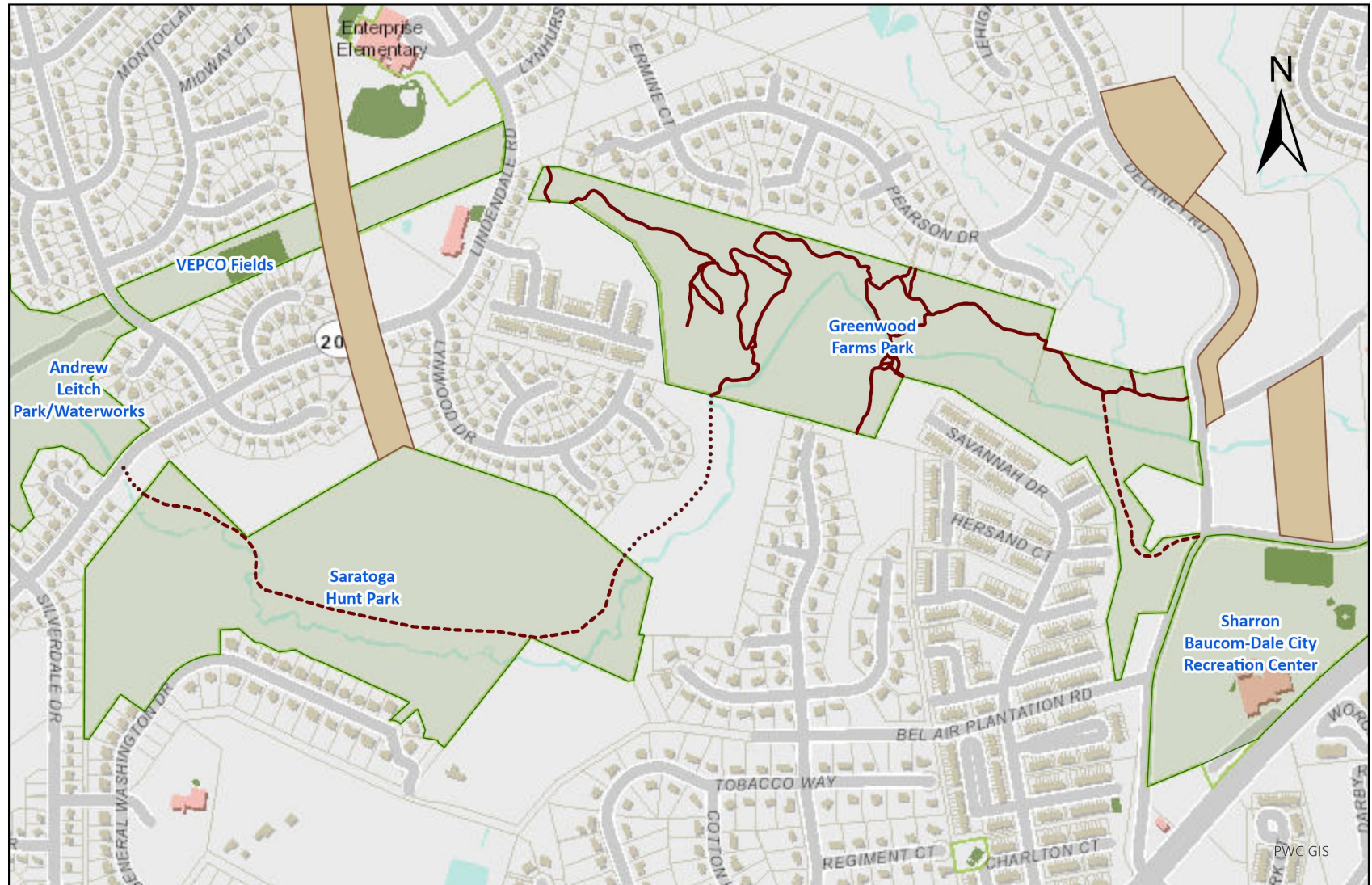




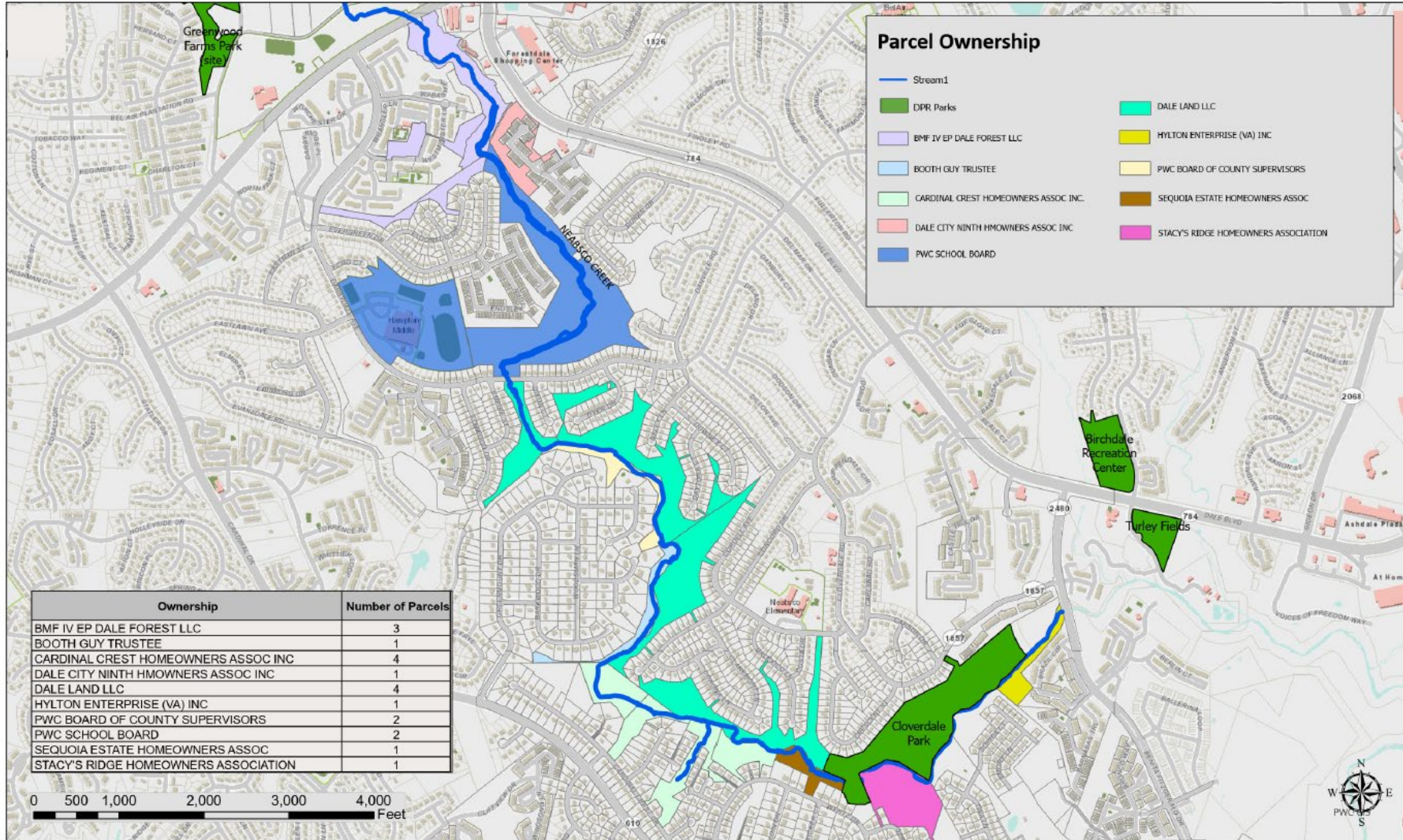
# NEABASO GREENWAY OVERVIEW

April 23, 2024

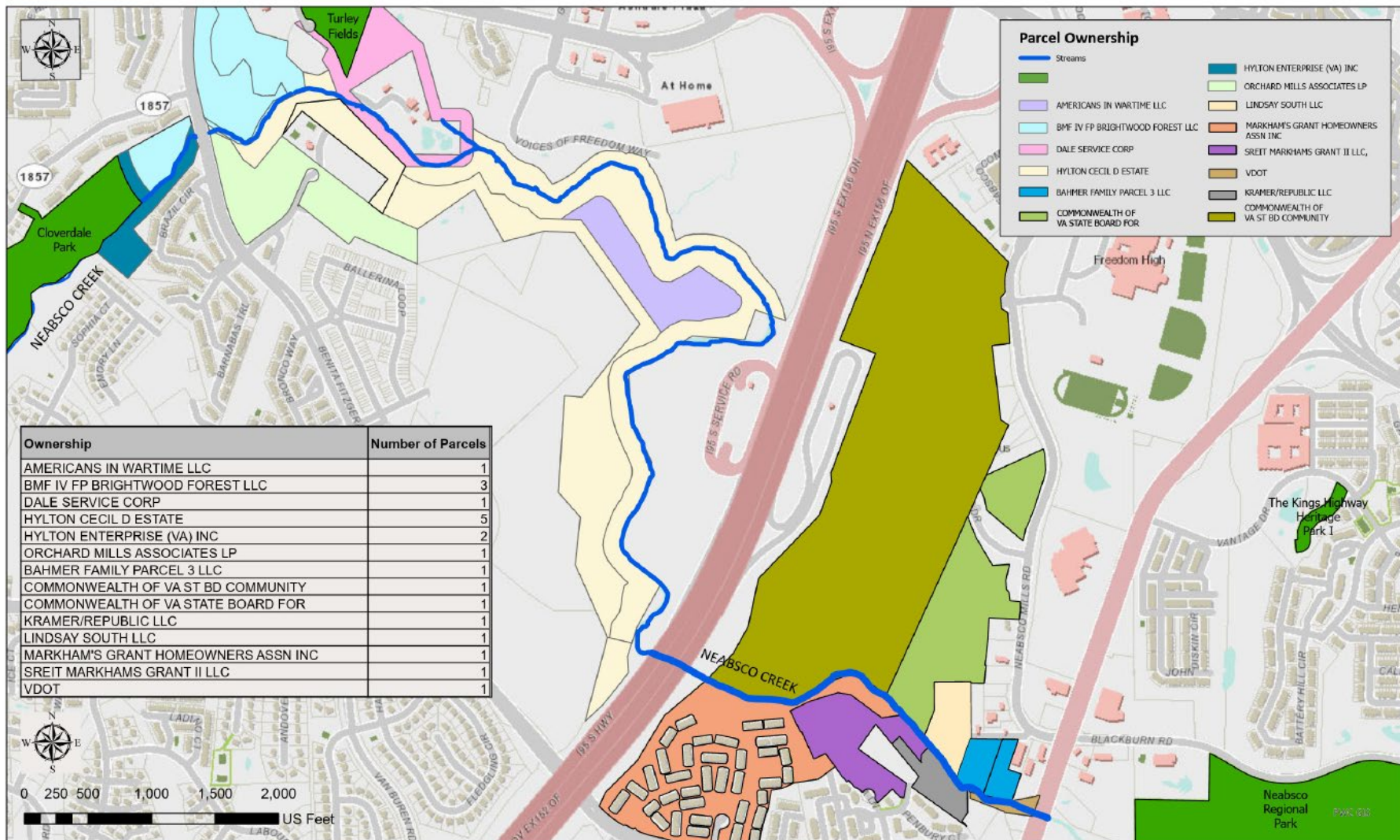














## Trails and Blueways Council

### 2024 Proposed Work Plan / Monthly Meeting Targets

WHEN	GOAL	WHAT	WHO	STATUS	COMMENT
January 16	5	FLAP Grant Gap Analysis Project budget & appropriation (ABA) goes to BOCS for approval	Parks staff	C - 1/16/2024	Approved
January 23	5	Powell's Creek Crossing initial meeting with consultants	TBC	C - 1/23/2024	Telecon Held
January 23	16	Discuss and form TBC subcommittee if necessary to explore communication plan/process that will keep Supervisors informed and updated (report due in February)	TBC	C - 1/23/2024	Eileen took lead
	2	East Coast Greenway – Elliott Caldwell	ECG	C- 1/23/2024	Elliott Introduced
February 27	5	Resolution about routing trail under I-95 and US 1 on section from Occoquan to Belmont Bay	TBC, David	C-2/27/2024	Resolution 24-4 written and approved
February 27	9	Presentation of Catharpin Greenway alignment, gaps, and next steps	David, Patti	C- 2/27/2024	Presented at TBC Meeting
February 16	11	TBC Participate in or provide feedback to Yorkshire TLC Shareholder meetings	Liz, Catherine	C-2/16/2024	Further meetings in March
February 27	16	Finish item on supervisor communication from January	TBC, Eileen	C-2/27/2024	Presented at TBC Meeting
March 26	1	Start discussion to set the stage for the county-wide trails plan update – what should be in the plan and how TBC can most effectively support and participate in the process. Identify preparations in advance of start?	TBC and Parks Staff	C-3/26/2024	Initial Discussion at TBC 3/26 Meeting Members invited to provide feedback
March 26	5	Onboard FLAP grant gap analysis consultant; kickoff project	Parks Staff; PHNST subcommittee	C-3/26/2024	Initial Parks meeting with consultant in March. Scope discussed by Patti at 3/26 meeting
March 26	5	NVRC Data collection along PHNST	NVRC	C-3/28/2024	Virtual App Training completed 3/28
March 26	18	Consistent Signage	TBC	C-3/26/2024	ECO Trail Signage Format and Info discussed at 3/26 TBC Meeting



## Trails and Blueways Council

### 2024 Proposed Work Plan / Monthly Meeting Targets

April 5	7	Explore Broad Run Greenway alignment, gaps, and next steps	Parks Staff, T&BC	C-04/05/2024	Hiked on historical county-owned property on Broad Run that will expand Bristoe battlefield
April 14	5	Second Sunday Hike reacquainting people with Powell's Creek Landing area prior to stakeholder meeting	PWTSC / T&BC	C-04/14/2024	Hiked from Power Lines to Leesylvania Entrance and back – actually outside study area
April 22	5	Powell's Creek Crossing Project stakeholder meetings with contractor	TBC / PHNST Subcommittee	C-04/22/2024	TBC meeting with contractor 4/22 – provided limits on crossing
April 23	1	Present a process for the development of a comprehensive, county-wide trails plan prescribed in the PWC Comprehensive Plan to include what, who, how, and when (proposed process will determine additions to the work plan)	Planning, Transportation, and Parks Staff		Continued discussion at April meeting
April 23	5	NVRC Data collection along PHNST	NVRC	Assignments made in early April	Underway; Inputs due by June 1
April 23	8	Presentation of Neabsco Greenway alignment, gaps, and next steps	Parks Staff	C-04/23/2024	David presented at TBC Meeting
May	3	Volunteer program	Eugene Loew		
	3	Discussion among members regarding volunteer efforts and identify areas where volunteers could be used to build and maintain trail. Anticipate Greenway gap analysis by park staff.	TBC		
	2	Report on connections with groups to connect to (such as Fairfax and Loudoun Counties)	Planning, Transportation, and Parks Staff		
June	8	Presentation of Neabsco Greenway alignment, gaps, and next steps	Parks Staff		



## Trails and Blueways Council

### 2024 Proposed Work Plan / Monthly Meeting Targets

	5	FLAP Grant Gap Analysis Project update	PHNST Subcommittee		
	18	Presentation of standardized and branded signage for trails	Parks Staff		
July	1	WORK SESSION? – collectively explore how we’re doing; iron out work plan changes for remainder of year; discuss volunteer opportunities discovered; “low-hanging fruit” that could be added to the county trail system without significant costs or effort; anything else that comes up	All		
August	9	Presentation of Catharpin Greenway alignment, gaps, and next steps	Parks Staff		
September	12	Blueways / Water access updates	Parks Staff / Mike DePue		
October	10	Presentation of Powell’s Creek Greenway alignment, gaps, next steps	Parks Staff		
November	11	Presentation of Bull Run Loop Trail alignment, gaps, next steps	Parks Staff		
	4	Capital Improvement Planning and Advocacy; Initial presentation of department priorities	Planning, Transportation, and Parks Staff		
December	4	Capital Improvement Planning and Advocacy; Part 2 – making the list of items by District	Planning, Transportation, and Parks Staff		
INSERT WHEN APPROPRIATE	1	Trail and water access opportunities associated with development applications and road projects			



## Trails and Blueways Council

### 2024 Proposed Work Plan / Monthly Meeting Targets

	2	NCTN Map Item – Define input process for Spring updates			Waiting for updates from Bryce
	5	FLAP Grant Gap Analysis Project milestones; then, taking the FLAP grant data, establishing a map for prioritization of currently unfunded gaps for construction (July work session??)			
	6	Occoquan Greenway updates			
	9	PATC presentation on the AT to Manassas Battlefield connection; possibly a resolution to formalize an alignment at a future meeting	PATC		No response from PATC
	10	Status of Discovery-ECO Trail for a Ribbon Cutting	Landfill Staff	Signs mounted Need to fix and mark utility highway trail breakage	Waiting on Public Works plan Potential help from Colgan HS Environmental Group
	10	Powell's Creek Crossing milestones			
	14	Ribbon cuttings in each district			
	19	Dove's Landing Design - updates/input opportunities			

### 2024 Trails and Blueways Proposed Goals

1. Explore, collect, and warehouse information about existing community trails and other “low-hanging fruit” that could be added to the county trail system without significant costs or effort. Find ways to utilize volunteers to make some of these realities. (A comprehensive county-wide trails plan, unconstrained)
2. Interface with other groups to connect our trails and planned trails to Fairfax County, Stafford County, Loudoun County, and the National Capital Region.
3. Encourage volunteer efforts for maintaining more PWC trails using new PWC approved methodology.
4. Support and encourage PWC CIP additions for trails outside of bonds and additional trail maintenance funds.
5. Finish arranging plans and approaches for gaps in PHNST. Establish a traceable schedule to track in future years completing in 2031.
6. Encourage and track changes and updates to the Ocoquan Greenway culminating in completion of this route from McCoart to Ocoquan in 2025.
7. Inventory and identify gaps and approaches toward completion of the Broad Run Greenway.
8. Inventory and identify gaps and approaches toward completion of the Neabsco Creek Greenway.
9. Inventory and identify gaps and approaches toward completion of the Catharpin Creek Greenway.
10. Inventory and identify gaps and approaches toward completion of the Powells Creek Greenway.



## **Trails and Blueways Council**

### **2024 Proposed Work Plan / Monthly Meeting Targets**

11. Inventory and identify gaps and approaches toward completion of a Bull Run Loop trail in concert with Fairfax County.
12. Develop maps, plans, and approaches for one or more blueways in the county.
13. Develop two prioritized lists for each district of recreational trails and bike/pedestrian trails. Get buy-in from each district's supervisor for the list.
14. Encourage at least one trails or blueways ribbon cutting in each district.
15. Publicity / awareness of the TBC and its work
16. Communication plan to keep Supervisors updated - formalize
17. Get more representation from the Potomac District especially since the potential for a park at cockpit point is coming closer
18. More signage / standardized signage
19. Boat launch at Sinclair Mill site (with different language)





# PRINCE WILLIAM COUNTY

## Trails and Blueways Council

### Work Session Notes

April 22, 2024, at 10:00am

George Hellwig Administration Building

14420 Bristow Road, Manassas

**1. Call to Order** – Joe Marshall, Bill Selfridge, Jason Williams, Liz Cronauer, Bill McCarty, Eileen Sheridan, David Brickley, and Neil Nelson were present. Staff present – Janet Bartnik, David Kroeger, Yolanda Hipski, Ed DeLeon, Patti Pakkala, and INFORM Studios consultants.

## **2. Powell's Creek Crossing Charette**

Consultants provided context based on their exploration of the site. Reviewed ecological conditions, existing conditions, land use, utilities, landmarks/vistas, pedestrian/cycling pathways, creek access, existing street networks and parking,

Neil Nelson shared that there is an overlook (Dent Family Overlook) that is just west of the study area. He added that there is an island near Powell's landing that is a high point with views.

Consultant point – the location of the crossing chosen should support the focus of the trail – whether focused on local access or on regional access. The destination goal versus the traversing goal is a decision point.

Discussion point – storytelling – what story will be told by the crossing? Lots of natural areas, but perhaps there could be a focus on historic, cultural, or other story.

7 Ecological perspectives identified for the site –

- Dark blue is the perennial stream
- Light blue is the tidal area
- Brown and yellow are the wetland areas
- Green is lowland forested

There are about a dozen archaeological protected sites, most in Leesylvania State Park.

Indigenous species in the area requiring considerations: bald eagles, migratory birds, long eared bat, butterflies; Sturgeon; the creek is an estuary used for spawning for many types of fish;

Discussion point – Neabsco Boardwalk just north of this site – what was done well?

- Was designed to go through several different types of habitats – how do we want to interact with these areas?
  - o David Brickley shared that parking will be the biggest issue for the Powell's Creek site. The VRE station may be helpful.
  - o Jason Williams shared that the density of population adjacent to the site will require work to ensure the crossing feels open to all the public.



- Joe Marshall shared that Leesylvania SP books up in the summer and is not likely to be a resource that season. The power line corridor is also a possibility for parking access.
- Eileen Sheridan noted that the parking areas in LSP are paid lots. May be best to talk to the state admin folks rather than the park management due to turnover in those positions.

Creek access was discussed. The team is looking at the many ways that pedestrians can connect with the crossing – by bike, foot, kayak, etc.

- Bill McCarty asked if there would be consideration distinguishing bike lanes from pedestrian lanes. Discussion ensued.
- Yolanda Hipski shared that the elementary school might offer parking capacity
- There is a potential to add a parking lot to the end of the street in the neighborhood to the south and west.
- Mass transit and its future were discussed;
- Types of watercraft access to be included was discussed;

Bill McCarty asked if fishing would be included in the design.

Type of path – definitions:

- Footpath – 4 feet wide, unpaved
- Path/Trail – 5-9 feet wide
- Accessible Path – 10 feet wide, paved

How we will get down to the water will be a challenge given the existing topography. There is a regulatory question related to what PHNST access is to be constructed accessibly. The south side seemed more feasible to those present to establish a way to the water. Three generally located access strategies have been identified from the north shore (points A-C) and two from the south shore (points D-E).

- Point A – just west of the train bridge. Access is relatively flat and comes from the existing parking lot in Leesylvania state park.
- Point B – further west of point A. Access would be from a potential parking lot in Leesylvania State Park. Drop in elevation is 50 feet. Two route options are available.
- Point C – further west of point B. Access would be via elevated boardwalk from point B.
- Point D – eastern Potomac Shores location separated from train track.
- Point E – western Potomac Shores location accessible by elevated boardwalk.

Trying to accommodate ADA accessibility on the north side will require LSP cooperation. On the south side, will require cooperation with landowners there.

Determination of accessible routes to the departure points was important to explore before settling on which location would be best for the crossing.

Patti Pakkala shared the perspective from the Don Briggs days that the PHNST was intended to be close to the water.

### **3. Adjourn**





# PRINCE WILLIAM COUNTY

## Trails and Blueways Council PHNST Subcommittee Work Session Notes May 8, 2024, at 2:00pm Hellwig Administration Building 14420 Bristow Road, Manassas

**1. Call to Order** – David Brickley, Eileen Sheridan, Neil Nelson, Joe Marshall, and Liz Cronauer were present. Staff present – Yolanda Hipski, Janet Bartnik, David Kroeger, and Patti Pakkala.

### **2. PHNST Gap Analysis Notes**

David Brickley asked if anyone would be attending the VDOT open house regarding the I-95/Occoquan Road improvements. There appears to be no change in the design from what has been planned previously.

Patti Pakkala provided an update on the PHNST Gap Study Project (FLAP Grant funded). The purchase order should be issued by the county in the next few weeks. After the purchase order is approved, a timeline for the project will be developed that will begin with preliminary investigation of the three sites. The project will include the TBC in stakeholder feedback sessions.

#### Gaps 19 & 20:

The group discussed the rezoning application for Destination Place. David Brickley has drafted a letter to Supervisor Franklin. It is important for the parcel's development to include a connection to the PHNST easement on the adjacent property. The property serves as a gateway for both the PHNST and for Prince William County from Fairfax. The TBC could suggest a vision for a waterfront linear park to address the need for a gateway and the future ferry.

Those present requested that staff invite the developer to attend the next meeting of the TBC to share the vision for the project.

Belmont has not completed construction and therefore has not satisfied all proffers.

The Committee asked if a groundbreaking could be scheduled for the Featherstone segment's construction. Janet will connect with Communications.

#### Powell's Creek Crossing:

Leesylvania State Park master includes the future construction of a parking lot and rest room on the west side of the park.

Staff and consultants will continue to connect with more neighbors and HOAs near the crossing.

David Brickley and Neil Nelson met with Potomac Shores HOA Trails Committee this week. It was a positive meeting.



### Dumfries Gaps:

Liz Cronauer looked at Quantico Creek under Fraley Boulevard and found there to be mass amounts to Japanese knotweed blocking any ~~potential underpass~~ access to Cecil Garrison Park.

Yolanda Hipski continues to check for updates on the Town of Dumfries website relating to the Town's comprehensive plan update.

### **3. Adjourn**

Janet Bartnik noted that the 5<sup>th</sup> anniversary of the Neabsco Boardwalk's opening is coming up June 1. She shared a video of the opening day.

Next PHNST Subcommittee meeting was set for July 17.



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# DPR AND VOLUNTEERS

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## ROLE OF VOLUNTEERS IN PRINCE WILLIAM TRAILS

Volunteers, both within groups and acting as individuals, are integral to the efficient and effective maintenance of our county's trails.


### How PWC utilizes volunteers in trails

- ❖ Used to assist in new trail projects ranging from new sections of trail tread to trail features (i.e. bridges, culverts, turnpikes) needed to mitigate erosion and hazardous conditions.
- ❖ Individuals and groups serve as trail monitors, observing trail conditions and performing routine maintenance to improve trail conditions (i.e. removing debris and trash from sites).
- ❖ Monitors also support the county by identifying potential hazards or areas for improvement in our trails.
- ❖ Build and maintain temporary trails that facilitate access in ways the county may not have the resources to integrate.

### Information regarding volunteering with PWC trails

- ❖ Per Prince William Volunteer Policy, we can set up training for maintenance that matches county trail standards.
- ❖ The draft volunteer agreement covers groups that wish to perform trail maintenance within the county, and the requirements such groups should meet (i.e. insurance)
- ❖ Individuals working on volunteer projects in the county are strongly encouraged to register as monitors on Volunteer Prince William to track hours and find new volunteer opportunities.



	<p style="text-align: center;"><b>Department of Parks, Recreation, and Tourism</b></p> <p style="text-align: center;">Prince William County, Virginia</p>		Page 1 of 7
			Effective Date: July 1, 2023
	<b>Subject:</b> Volunteers in Parks Policy	No: 13-EXC-XXX-1	

## 100 INTRODUCTION

Volunteering is a tradition that has an immeasurable impact on communities, organizations, and individuals throughout the country. Volunteers are integral to the success and function of the Prince William County Department of Parks, Recreation, and Tourism (DPRT). DPRT's Volunteers-In-Parks (VIP) Program can accept and use voluntary help and services from the public in a way that is mutually beneficial to Prince William County, the volunteers, their group, or an organization.

Through the VIP Program, DPRT works together with communities to engage people of all ages and backgrounds in meaningful and mutually beneficial volunteer opportunities. All volunteers are accepted from the public in accordance with the county's anti-discrimination policy (PWC Personnel policy, Section 3.3 Protection from Discrimination and Harassment) Under this policy, volunteers may be recruited without regard to hiring regulations because they are not Prince William County employees.

### 100.1 PURPOSE

This policy is intended to assist in the management of the DPRT VIP Program and will provide direction to DPRT staff who are responsible for and involved in implementing the VIP Program in parks and programs.

### 100.2 SCOPE

The scope of this policy shall cover all DPRT operations utilizing volunteer services.

### 100.3 AUTHORIZATION

This policy is authorized by the Director of Parks, Recreation, and Tourism (DPRT Director).

### 100.4 APPLICABILITY


This policy applies to all DPRT staff and volunteers, including volunteers of partner organizations when performing volunteer work on behalf of DPRT or on DPRT property.

### 100.5 RESPONSIBILITY

The DPRT Director or his/her designee shall retain authority over the VIP Program. The DPRT Director understands each division may have specific responsibilities for their volunteers and he/she has delegated authority to each division head to oversee their division's volunteers.

This policy shall be used as a guide for the development of each division's VIP Program and must be followed. Any deviation from this guide must be approved by the DPRT Director.



	<p style="text-align: center;"><b>Department of Parks, Recreation, and Tourism</b></p> <p style="text-align: center;">Prince William County, Virginia</p>		Page 2 of 7
			Effective Date: July 1, 2023
	<b>Subject:</b> Volunteers in Parks Policy	No: 13-EXC-XXX-1	

When there is no DPRT Volunteer Manager or the position is vacant, division heads (hereafter known as Executive Team members) or their designees are to fulfill the role of Volunteer Manager for their division.

The policies and procedures needed to operate an effective, consistent volunteer program are documented in this policy. Unique circumstances within divisions, however, require Executive Team members to develop additional policy to manage their volunteers. Therefore, each Executive Team member must establish policies on their engagement of volunteers as an organizational strategy, integral to the function and success of the DPRT. These divisional policies are an extension of this policy and should include the division's standard operating procedures. Divisional policies are authorities delegated to manage each division's volunteers for which they are accountable, and should include requirements and guidance for:

- Position management (including certification of volunteer position descriptions)
- Working with vulnerable populations
- Onboarding process
- Orientation and training
- Uniform management and disposal
- Allowable expense types and limits for reimbursements (e.g., cap on per diem)
- Limited liability and/or thresholds for volunteer use of personal property
- Awards and recognition
- Termination

Divisional policies are tailored to the division's or program's management of its volunteer workforce within the parameters of applicable laws, regulations, and policies, and should be created through a local strategic planning process involving representation of the various involved parties across the DPRT.


#### **100.6 EXCEPTIONS**

Exceptions to this policy must be approved in writing from the DPRT Director or their designee.

#### **100.7 DEFINITIONS**

**Volunteer** - A volunteer is an individual who performs service under a current, signed individual or group Volunteer Service Agreement without promise, expectation, or receipt of compensation for services rendered, provided such service lies within the scope of statutes authorizing the department's use of volunteers. Volunteers are members of the public and are not considered employees. While volunteers are not county employees, the same



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workplace policies apply such as facility access, anti-harassment, ethics, standards of performance, and safety.

**Volunteer Management** – Volunteer management is the strategic management of volunteer resources, and entails volunteer engagement, coordination, and administration.


**Service Description** – This policy covers all volunteer services provided on behalf of DPRT. Such services include, but are not limited to, trail work, park and trail monitoring, recreation programs, administration, unpaid internships, litter and trash removal, and interpretive programs.

**Volunteer Service Agreement** - This document governs the relationship between DPRT and all individual volunteer representing themselves or an organization. It includes the description, terms, and conditions of the service to be provided. This may also be referred to as a “Service Agreement or Volunteer Application.”

**Volunteer Manager** - The Volunteer Manager, or appropriate Executive Team member in the absence of a dedicated DPRT-wide Volunteer Manager, develops and operates the DPRT volunteer program, matching individual and group volunteers with the needs of DPRT pertaining to a particular park or program. He/she is the primary point of contact for the program and will assist each executive team member with the day-to-day oversight of the program. Volunteer Managers perform the following tasks:

- Assist staff with assessing needs and identifying work that can be accomplished by volunteers
- Advise staff on the proper engagement of volunteers
- Provide guidance, training, and technical assistance to staff members who supervise volunteers to ensure compliance with volunteer program policies
- Recruit for specific volunteer projects
- Coordinate volunteer orientation and training, volunteer recognition, and overall program evaluation
- Account for the safety and wellness of volunteers and those working with volunteers using DPRT policies
- Develop relationships with partners and communities to support volunteer engagement
- Handle internal and external correspondence related to the volunteer program
- Monitor and record the use of park volunteers, funds, hours worked, and benefits of the volunteer program. Compile annual report and forward to the DPRT Director.
- Directly supervises volunteers as needed



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Although Volunteer Managers are responsible for the overall coordination of DPRT volunteer programs, they are not the only people who may directly supervise volunteers. Staff members who are directly responsible for the volunteers' work supervise those volunteers.

**Volunteer Supervisor** - The Volunteer Supervisor directs the volunteers in the field. They must have a clear understanding of their roles and responsibilities when supervising the volunteers entrusted to them. Each division that employs the use of volunteers shall designate a Volunteer Supervisor. Supervisory tasks are determined by divisional, site, or program needs. Volunteer supervisors may perform the following tasks:

- Write service descriptions and share them with volunteers
- Introduce volunteers to staff members with whom they interact
- Prepare the work area
- Explain the supervision and evaluation systems
- Explain risk management issues
- Share relevant policies and procedures
- Provide ongoing training, on-the-job coaching, informal appreciation, materials, and information to support volunteers' efforts
- Account for the safety and wellness of volunteers using DPRT policies
- Report individual and overall volunteer hours and the outcome of volunteer work to the Volunteer Manager or volunteer Supervisor
- Recognize volunteers for their work efforts


Volunteer Supervisors are encouraged to update the volunteer's record and conduct annual volunteer performance reviews with a written evaluation of the volunteer's work to ensure high-quality volunteer performance and experience.

**VIP Training Program** - The Volunteer Manager will provide in-service volunteer program training annually for Volunteer Supervisors. These trainings may include basic volunteer program management overviews, refresher courses, and/or advanced volunteer program management trainings. Volunteer Supervisory training is required for anyone supervising volunteers.

**100.8 Recruitment of Volunteers** - Volunteers are individuals or groups of individuals who perform work for, and are under the direction of, DPRT, for which they receive no financial compensation from DPRT. Individuals, groups, and children may volunteer under a signed Volunteer Service Agreement

Recruiting efforts can be addressed through social media, school guidance counselors, Department websites, or other areas directed by the Volunteer Manager.



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### **100.9 Types of Volunteers -**

#### **Individual Volunteers:**

Like all volunteers, children, youth, and families volunteering for the DPRT must have a signed Volunteer Service Agreement that clearly and appropriately identifies and describes their duties. All duties performed by volunteers who are minors must be safe and appropriate for the age and the individual. Volunteers under 18 years of age must have signed permission from their legal guardian on the volunteer service agreement that includes a full description of duties.

#### **K-12 Education Volunteering Programs or Service-Learning Volunteers:**

Service-learning is the formal integration of community service into student education. Service-learning connects students with the community in partnerships that provide effective and far-reaching assistance to address local needs while meeting existing academic goals. It is important programs that engage K-12 students are designed with their health and safety in mind, not just the educational benefit. This goes beyond the parental approval currently needed for underage volunteers, to include age-appropriate activities.


#### **Accredited Volunteer Internships:**

Volunteers may receive academic credit from their academic institution for their work with the DPRT. Accredited volunteer internships create learner-centered opportunities for students in higher education to forge personally meaningful connections with park resources and staff and foster a deeper understanding and appreciation for the county's intertwined natural and cultural history found in our parks. Students may have the opportunity to earn academic credit while serving as a volunteer. Accredited volunteer internships, through an agreement with a higher education institution, establish a foundational framework to guide and enhance DPRT partnerships with an institution of higher learning. These internships can provide high-quality, meaningful educational and interpretive services in Prince William County and are encouraged.

#### **Non-Governmental Entities:**

Organizations such as Scouting programs, church groups, charitable organizations, corporate businesses, etc.



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To be considered a DPRT volunteer, individuals serving in coordination with a partner organization (including friends groups and philanthropic partners) must perform specific volunteer duties assigned by DPRT. It does not matter if the person receives pay, work credit, academic credit, or other types of compensation from sources outside of DPRT. If DPRT is not paying that person for their work, they shall sign a Volunteer Agreement. As with other organizations, employees (or volunteers) of park friends groups or other organizations operating under a philanthropic partnership agreement may be interested in volunteering in support of DPRT programs or projects. Work performed by employees, volunteers, or members of friends groups and partners under the direction of and for the benefit of DPRT, may be counted as volunteer time.

## **200 LONG TERM VOLUNTEER COMMITMENTS**

Volunteers or organizations who perform long term, regular volunteer duties shall have an Volunteer Agreement on file signed by the DPRT Director or his/her designee that outlines the responsibilities and authority of the volunteer or organization. The Volunteer Manager shall keep records of all Volunteer Agreements and renew such agreements as needed.

## **201 VOLUNTEER QUALIFICATIONS**

All volunteers will be trained in accordance to agreed duties, to match or exceed training and qualifications required by staff performing the same duties. This includes providing proper personal protective equipment (PPE) and equipment as required by OSHA or legal requirements for the duties assigned.

### **201.1 ABILITY TO PERFORM**


Volunteers must not engage in any work they are not qualified to perform. They must be adequately trained and feel comfortable doing and willingly agree to do the work. Volunteers must be fit for duty for the duties they will perform. The definition of "fit for duty" depends on the service description and the requirements of that position. DPRT has the flexibility to include restrictions and requirements in the service description and screen applicants accordingly. If there is a question regarding the volunteer's ability to perform the assigned duties, the Volunteer Manager may request the volunteer provide a doctor's note or obtain a medical examination at their expense.

### **201.2 VOLUNTEER ASSIGNMENTS AND BACKGROUND CHECKS**

Volunteers must obtain Level 1 or Level 2 criminal background checks based on the nature of the volunteer service as defined in the DPRT Human Resources - DPRT Internal Personnel Policy 2.1.22.

Volunteers participating in a one-time volunteer event or activity, unless directly serving a vulnerable population, may be exempt from the background check process. One time exemptions are approved by the Volunteer Manager.



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### 201.3 APPROVED VOLUNTEER ACTIVITIES

Volunteers may be engaged in nearly all parts of DPRT operations in nearly any type of work, if it is work that:

- Is performed at the direction or approval of authorized DPRT staff.
- Does not displace paid employees.
- Enables paid employees to accomplish work that would not otherwise be completed during a particular fiscal year.
- Requires additional training or certification the volunteer has received the same level of certification and training as paid employees. Volunteer services by individuals with the required credentials and certifications to perform certain hazardous duties may be accepted upon Volunteer Manager approval.

### 201.4 DUTY OF CARE

While volunteers are not DPRT employees, the same workplace policies apply such as facility access, anti-harassment, and safety. DPRT staff has a duty to adequately train and equip volunteers to perform their assigned work and provide a safe working environment.

### 201.5 PROHIBITED VOLUNTEER ACTIONS

Volunteers still representatives of the DPRT and expected to uphold the county's RICTER values (Respect, Integrity, Creativity, Teamwork, Excellence, Responsibility). Therefore, volunteers are specifically prohibited from the following activities while acting in an official capacity providing volunteer service or wearing a volunteer uniform (not including meal breaks out of public view, in some cases):

- Consuming alcoholic beverages, gambling in any form, or sleeping
- Engaging in partisan political activity.
- Promoting any private business or religious faith or doctrine
- Engaging in any activity prohibited by law or DPRT regulations.
- Soliciting funds and fundraising, unless as part of an approved DPRT fundraising activity

### 300 RELATED DOCUMENTS

- Individual Volunteer Agreement and Waiver
- [DPRT Human Resources - DPRT Internal Personnel Policy 2.1.22](#)

#### Approved By:

Signature: Seth Hendler-Voss  
Seth Hendler-Voss (Jun 29, 2023 12:23 EDT)  
 Email: [shendler-voss@pwcgov.org](mailto:shendler-voss@pwcgov.org)

Jun 29, 2023









# Volunteer Policy

Final Audit Report

2023-06-29

Created:	2023-06-28
By:	Eugene Loew (ELoew@pwcgov.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAeW03OoQOaUrOIRFLLIuMSWk98WsDXKX

## "Volunteer Policy" History

-  Document created by Eugene Loew (ELoew@pwcgov.org)  
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-  Signer shendler-voss@pwcgov.org entered name at signing as Seth Hendler-Voss  
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-  Document e-signed by Seth Hendler-Voss (shendler-voss@pwcgov.org)  
Signature Date: 2023-06-29 - 4:23:32 PM GMT - Time Source: server
-  Agreement completed.  
2023-06-29 - 4:23:32 PM GMT



**STEWARDSHIP AGREEMENT**  
**for**  
**XYZ MAINTENANCE at X PARK**

This agreement between Prince William County Department of Parks and Recreation, hereinafter referred to as "DPR" and The Volunteer Organization, hereinafter referred to as the "VO", entitles the VO to perform <<<XYZ Maintenance Activity>>> at \_\_\_\_\_ Park/Facility, located at \_\_\_\_\_ as detailed below:

**It is Mutually Agreed:**

1. DPR and VO agree to work together to support the on-going maintenance and general stewardship of \_\_\_\_\_ <<<list amenity within the park/facility >>> as appropriate and according to the parties' abilities and resources.
2. All stewardship projects must be approved by DPR. DPR has final authority for all matters concerning the public property but will take into consideration user feedback and insights from VO's connection to the user base.
3. VO shall not have any management or enforcement authority over public use of the property or facilities, but VO may close a portion of the property or facility during those times the VO is conducting stewardship activities approved by the DPR.
4. VO and its members are volunteers for the DPR, not employees or independent contractors of DPR for any purposes.
5. This Agreement shall be effective for a period of (3) three years from the date of the final signature. Modifications shall be made by mutual consent and in writing. Either party may terminate this Agreement with thirty (30) days advance notice. In the event that one party provides the other party with notice of its intention to terminate, the parties will meet promptly to discuss the reasons for the notice and try to resolve any issues.
6. The DPR Director shall have the authority to renew the Agreement for additional three (3) year terms.
7. If mutually agreeable modification to the scope of work is required during the term of an existing Agreement, DPR and the VO shall execute a new Agreement, which shall automatically supersede the existing Agreement.
8. All physical improvements will become the property of DPR.

**VO agrees to:**

1.
  - a. Provide volunteer services, including labor, materials, supplies, and tools, to perform all stewardship activity at no cost to DPR. The scope of work shall generally include: \_\_\_\_\_
  - b. <<<Add special conditions and specifications>>>
2. Seek and obtain DPR approval prior to conducting any stewardship project.



3. To keep DPR informed of organizational changes that effect VO's role in the performing the activities included in this agreement.
4. Comply with all DPR maintenance standards.
5. Manage the participation of the volunteer force and ensure compliance with all DPR park rules.
6. Provide single and secondary points of contact (POC) to DPR and notify DPR in writing to POC changes.
7. Maintain a public liability insurance policy for the duration of this Agreement with the following coverage specifications:
  - VO shall obtain Insurance coverage in the amount of \$1,000,000 per occurrence with a \$3,000,000 excess policy. The County shall be named as an additional insured on the policy.
8. Obtain liability releases, on a form approved by the County Attorney, from all volunteers that will be performing VO activities on park properties.
9. Notify DPR of all volunteer injuries immediately.
10. Report all annual volunteer hours to DPR.
11. Submit annual work plan to DPR with calendar of work.
12. Provide on-site public notice of work that may disrupt general public use on the property and provide detours when feasible to maintain public access.
13. Follow DPR standards/requirements for use of tools and equipment and conduct all activities in a safe manner and shall not create any hazards to the employees of PWC and the public.
14. To indemnify and hold harmless the County, its agents and employee, from any and all claims, liabilities, losses, damages, expenses, actions and causes of action of every nature and kind arising out of or relating in any way to VO's stewardship or maintenance activities.
15. Route any private donations related to the scope of work through their financial system.

**DPR agrees to:**

1. Provide continued public access to the facilities or public property at location in accordance with any and all applicable regulations.
2. Provide the VO with all applicable forms, standards, and policies referenced herein.
3. Provide single POC to VO for all communications.
4. Provide materials and supplies on a case-by-case basis as the budget allows to supplement the VO's resources.
5. Allow the VO to raise material and supply donations on behalf the VO/DPR partnership in the VO's name.

**Third Party Beneficiary**

This Agreement is not intended to and shall not be construed to give any Third Party any interest or rights (including, without limitation, any third-party beneficiary rights with respect to or in connection with any agreement or provision contained herein or contemplated hereby.

**Governing Law**



This agreement and the terms are governed by the laws of the Commonwealth of Virginia.

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[The Volunteer Organization]

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Prince William County Department of  
Parks and Recreation

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Date

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Date



Prince William County  
**TRAILS AND BLUEWAYS COUNCIL**  
Advisors to the Board of County Supervisors

**MOTION: person 1**

**May 28, 2024  
Regular Meeting  
Res. No. 24-x**

**SECOND: person 2**

**RE: Support for ATIIP Planning and Design Grant Application: VRE Manassas Line Trail:  
Landmark to City of Manassas**

**ACTION:**

**WHEREAS,** The Prince William County Trails and Blueways Council is an advisory council established by the Prince William Board of County Supervisors to advocate for and advise the Prince William County Department of Parks and Recreation and the Board of County Supervisors on the development of a countywide trails and blueways system in Prince William County; and

**WHEREAS,** The Mobility Chapter of the 2040 Comprehensive Plan was adopted December 2022 and provides guidance for the County to provide an accessible, safe, comprehensive, multimodal transportation network that allows for the safe and efficient movement of goods and people throughout the County and into Surrounding jurisdictions; and

**WHEREAS,** Mobility Chapter Action Strategy G4.7 encourages the County to identify and apply to federal, regional, and state grant programs to maximize external funding of County mobility projects; and

**WHEREAS,** Section 11529 of the Bipartisan Infrastructure Law created the Active Transportation Infrastructure Investment Program (ATIIP) to provide competitive grant funding towards the planning and design and/or construction of active transportation projects that provide safe and connected active transportation facilities in active transportation spines; and

**WHEREAS,** The Northern Virginia Transportation Authority (NVTA) Long-Range Plan includes a proposed Rail with Trail along the VRE Manassas Line from City of Manassas to Landmark in the City of Alexandria (TransAction ID 439); and

**WHEREAS,** The VRE Manassas Line Trail is broken into two phases with phase I of the overall project extending from Old Town Manassas to the Bull Run River/Bull Run Trail in Fairfax County spanning multiple jurisdictions including City of Manassas, Prince William County, and City of Manassas Park; and

**WHEREAS,** Mobility Chapter Action Strategy RT10.4 encourages the County to seek opportunities to connect the County's recreational trails to similar trails provided by adjacent jurisdictions, particularly across Bull Run/Occoquan and other local, regional, state, and federal park and trail providers; and



**WHEREAS**, Prince William County Department of Transportation supports the development of the VRE Manassas Line Trail as a key active transportation spine in the National Capital Trail Network as a high quality active transportation facility that will provide non-existing connections from economic hubs and regional activity centers to existing parks, open space, and commuter train station destinations; and

**WHEREAS**, Prince William County, with the direct assistance from the City of Manassas and City of Manassas Park, is preparing to submit an application for grant funding for the planning and design of Phase I of the VRE Manassas Line Trail through the ATIIP federal grant program.

**NOW, THEREFORE, BE IT RESOLVED** that the Trails and Blueways Council supports the proposed grant application submission to the Active Transportation Infrastructure Investment Program to provide funding for planning and design of phase I of the VRE Manassas Line Trail as an opportunity to significantly progress planning of a key regional trail connection between multiple jurisdictions including a new crossing of the Bull Run River into Fairfax County and as an opportunity to expand the County's trail network.

**Votes:**

**Ayes: n**

**Nays: n**

**Absent from Vote (virtual only): n**

**Absent from Meeting: n**

**SIGNED:** \_\_\_\_\_  
**Chair, Prince William Trails and Blueways Council**