

DATE: July 1, 2009

TO: Members of the Tourism, Economic Development and Historic Preservation
Committee
Mr. Harry Durrett, Chairman
Mr. Troy Fadeley
Mr. Eddie Litten
&
Mayor, Larry Smith

FROM: Chris Boies, Town Manager

Re: Committee Meeting

A meeting of the Tourism, Economic Development, and Historic Preservation Committee will be held on Monday, July 6, 2009 beginning at 6:45 pm in the Council Chambers of the Arthur L. Hildreth, Jr., Municipal Building.

TENTATIVE AGENDA

Call to Order and Establishment of a Quorum

1. Discussion and consideration of a request from the New Market Chamber of Commerce to use the municipal parking lot and Congress Street for the Heritage Day's Festival, and to waive the Itinerant Merchant's Fee for the weekend of the festival.
2. Discussion with Adam Facetti, Town Intern, concerning an update on the Economic Development Plan.
3. Other
4. Adjournment

TRAVEL CENTER OF THE BEAUTIFUL AND HISTORIC SHENANDOAH VALLEY
WESTERN GATEWAY TO SKYLINE DRIVE



NEW MARKET AREA CHAMBER OF COMMERCE



P.O. Box 57
New Market, Virginia 22844
540-740-3212 877-740-3212

Fax: 540-740-4234
nmchambr@shentel.net
www.newmarketcoc.net

June 5, 2009
Chris Boies
New Market Town Manager
P.O. Box 57
New Market, VA 22844


Dear Chris,

The New Market Area Chamber of Commerce has scheduled our Heritage Days Festival for August 22nd and 23rd, 2009. To assist us in planning, we are asking the Town of New Market to consider the following requests:

1. We request the use of the Municipal Parking Lot for food and craft vendors and also the use of electricity.
2. We request the use of Congress Street for vendors and crafters as outlined in the attached letter from V.D.O.T. from last year. These conditions of use were approved in the past by both the council and V.D.O.T. and were successfully implemented. I have enclosed the letter we have prepared to request permission from V.D.O.T. this year and would like you to review and approve it before we send it.
3. We request that the Town waive the Itinerant Merchants fee for the weekend of August 22nd and 23rd 2009.

We would like to invite you to attend our July Heritage Days planning meeting on Tuesday July the 21st at the Shenvalee.

Thank you,


Judy DeLaughter
President
New Market Area Chamber of Commerce

Cc: Larry Smith, Mayor

TRAVEL CENTER OF THE BEAUTIFUL AND HISTORIC SHENANDOAH VALLEY
WESTERN GATEWAY TO SKYLINE DRIVE



NEW MARKET AREA CHAMBER OF COMMERCE

VIRGINIA
IS FOR
LOVERS

P.O. Box 57
New Market, Virginia 22844
540-740-3212 877-740-3212

Fax: 540-740-4234
nmchambr@shentel.net
www.newmarketcoc.net

June 5, 2009
Mr. Ronnie Dove
Virginia Dept. of Transportation
14031 Old Valley Pike
Edinburg, VA 22824

Dear Mr. Dove:

The New Market Area Chamber of Commerce Heritage Days Festival is scheduled for August 22nd and 23rd, 2009. We are asking for your approval for the following requests;

1. We request that No Parking be allowed on the West Side of Congress Street (Rt. 11) between Old Cross Road (Rt. 1002) and Stuart Street (Rt. 1009).
2. We request that Lee Street from Cadet Road to John Sevier Road be closed to traffic on both days.
3. Vendors with tents will be on the East side of Congress Street (Rt. 11) and vendors without tents will be on the West Side of Congress Street. The vendors will allow a minimum of 3 feet of sidewalk space for pedestrians.
4. The Town of New Market agrees to restrict pedestrians crossing Rt. 11 between tents.
5. Allow vendors on the East side of Congress Street to start placing their tents on Friday, August 21st. When placement begins, we agree to enforce the No Parking until the last vendor removes their tent.

6. We will need 3 **"Congested Area Ahead"** signs.
7. Please approve our request for sign placement to advertise prior to and during the event on Rt. 11 north and south of New Market and in the median of Rt. 211 near the I81 interchange. Please see the attached request.

Sincerely,

A handwritten signature in cursive script that reads "Tina R. Roberts".

Tina R. Roberts
Office Manager

Cc: Chris Boies, New Market Town Manager

Chris Boies

From: Funkhouser, Rhonda [Rhonda.Funkhouser@VDOT.Virginia.gov]
Sent: Tuesday, June 30, 2009 8:23 AM
To: nmchambr@shentel.net
Cc: sheriff@shencosheriff.com; nmtm@shentel.net; nmplan@shentel.net; nmpd@shentel.net; Feller, Wade; Helsley, Keith; Ingram, Lloyd
Subject: Annual Heritage Day Festival - Town of New Market, Route 11
Attachments: SCN_20090630082200_001.pdf

I am writing in response to your letter dated June 5, 2009 concerning New Market's Heritage Day Festival which is scheduled for Saturday, August 22nd, 2009 thru Sunday, August 23rd, 2009. The plan of action described in your said letter is agreeable to the Department with the following stipulations:

- Vendors will be on the east side of Route 11, Congress Street, between Route 1002, Old Cross Road, and Route 1009, Stuart Street.
- As requested in your letter, Lee Street from Cadet Road to John Sevier Road is permitted to be closed.
- Vendors' tents will be restricted to the limits of approved parking within these two blocks.
- The Town of New Market agrees they will restrict pedestrian access to Route 11 between tents.
- No Parking will be allowed on the west side of Route 11 between Route 1002, Old Cross Road, and Route 1009, Stuart Street.
- Vendors can start placing their tents Friday afternoon, August 21st. When placement begins, the no parking clause on the west side of Route 11, Congress Street, will need to be enforced and remain in force until the last vendor removes their tent.
- It will be the responsibility of the New Market Police Department to appropriately monitor and control both pedestrian and other traffic to ensure safety is maintained at all times.
- Should an event occur necessitating the removal of the tents, as deemed appropriate by VDOT, it will be the responsibility of the New Market Police Department/Town to ensure removal occurs in a timely fashion.
- The Department of Transportation will provide three (3) signs ("Congested Area Ahead") to the Town of New Market. It will be the Town's responsibility to erect and maintain these signs through the life of the festival. Please contact Mr. Keith Helsley, Sign Foreman, at (540) 984-5623 at least two (2) weeks in advance of the festival.
- Regarding your request to erect signs in the median on Route 11 during the time prior to the Heritage Days Fall Festival. These signs should not detract from or interfere with any existing highways signs and/or signals and shall not interfere with sight distance. They will need to be removed immediately after this event.

The New Market Area Chamber of Commerce, Town of New Market and event participants

6/30/2009

shall at all times indemnify and save harmless the Virginia Department of Transportation, the Commonwealth of Virginia and all Commonwealth employees, agents and officers from responsibility, damages or liability arising from the exercise of the privileges granted.

It is hoped the Town of New Market's Heritage Day's Festival is very successful. If we can be of further assistance, do not hesitate to call.

<<SCN_20090630082200_001.pdf>>

*Ronnie Dove, Hwy. Permits & Subd. Specialist Sr.
Virginia Department of Transportation
Edinburg Residency ~ Land Development
14031 Old Valley Pike
Edinburg, Virginia 22824
Phone #(540) 984-5633
Fax #(540) 984-5607*

TRAVEL CENTER OF THE BEAUTIFUL AND HISTORIC SHENANDOAH VALLEY
WESTERN GATEWAY TO SKYLINE DRIVE



NEW MARKET AREA CHAMBER OF COMMERCE



P.O. Box 57
New Market, Virginia 22844
540-740-3212 877-740-3212

Fax: 540-740-4234
nmchambr@shentel.net
www.newmarketcoc.net

June 22, 2009
Chris Boies, Town Manager
New Market, VA 22844

Hi Chris,

Here's a copy of the permit parade permit we received from VDOT for Heritage Days.
Please review and call me at the chamber office or Judy DeLaughter at 740-3911 for
further information.

Thanks,

A handwritten signature in cursive script that reads "Tina R. Roberts".

Tina R. Roberts
Office Manager

New Market Area Chamber of Commerce

From: "Funkhouser, Rhonda" <Rhonda.Funkhouser@VDOT.Virginia.gov>
To: <nmchambr@shentel.net>
Cc: <sheriff@shencosheriff.com>; "Feller, Wade" <Wade.Feller@VDOT.Virginia.gov>; "Dove, Ronald" <Ronald.Dove@VDOT.Virginia.gov>; "Ingram, Lloyd" <Lloyd.Ingram@VDOT.Virginia.gov>; <nmtm@shentel.net>; <nmplan@shentel.net>; <nmpd@shentel.net>
Sent: Tuesday, June 16, 2009 11:18 AM
Attach: SCN_20090616111618_001.pdf
Subject: 2009 VDOT Parade Permit - New Market Heritage Days

Attention: Ms. Tina R. Roberts

Ref: Parade Permit – New Market Heritage Days

Route 11 - Town of New Market, Shenandoah County

The parade plan you present in your letter of June 8, 2009 is acceptable. This letter is to be considered your parade permit.

Please understand traffic on Routes T-1002, 11, and T-1004 cannot be detoured or blocked. One way traffic is to be maintained at all times with the assistance of local law enforcement officials or the State Police. In the event it becomes necessary to detour traffic from I-81 to Route 11 or if sufficient back up of traffic occurs on Route 11 as a result of the parade, then this parade must be terminated by executing your approved evacuation plan. Again, I want to stress the importance of having law enforcement officials on hand to assist with traffic control. Coordinating the assistance of police officers to assist with traffic control is your responsibility.

The Town of New Market, Chamber of Commerce and event participants shall at all times indemnify and save harmless the Virginia Department of Transportation, the Commonwealth of Virginia and all Commonwealth employees, agents and officers from responsibility, damages or liability arising from the exercise of the privileges granted.

It is hoped the Heritage Days Parade to be held Saturday, August 22nd, 2009 at 1:00 p.m. is very successful.

*Ronnie Dove, Hwy. Permits & Subd. Specialist Sr.
Virginia Department of Transportation
Edinburg Residency ~ Land Development
14031 Old Valley Pike
Edinburg, Virginia 22824
Phone #(540) 984-5633
Fax #(540) 984-5607*

<<SCN_20090616111618_001.pdf>>

TRAVEL CENTER OF THE BEAUTIFUL AND HISTORIC SHENANDOAH VALLEY
WESTERN GATEWAY TO SKYLINE DRIVE



NEW MARKET AREA CHAMBER OF COMMERCE



P.O. Box 57
New Market, Virginia 22844
540-740-3212 877-740-3212

Fax: 540-740-4234
nmchambr@shentel.net
www.newmarketcoc.net

June 8, 2009
Mr. Ronnie Dove
Virginia Department of Transportation
14031 Old Valley Pike
Edinburg, VA 22824

Dear Mr. Dove:

The New Market Area Chamber of Commerce is planning a Parade for our Heritage Days Festival. Please accept this letter as a request for a permit or application for a permit. The Parade is to be held on August 22nd, 2009 at 1:00p.m. The line-up for the parade will start at 12:00 noon and participants will take route 11 east (past the Life Care Center, turn right at Old Cross Road and fall in line near the New Market Poultry Plant.

At 1:00 p.m., the parade will proceed west (left) on Congress Street (Rte. 11, S.) and then turn left on Confederate Street where it will end. A letter has been sent to our town manager, Mr. Chris Boies requesting the assistance of our police chief, Mr. Charles Peery for traffic control during the parade.

If you have any questions, please call me at the Chamber office or you may call Judy DeLaughter at 540-740-3911.

Thank you,

Tina R. Roberts
Office Manager

Cc: Chris Boies

RECEIVED
VDOT - Edinburg Residency

JUN 10 2009

