

## **West Falls Church Active Transportation Plan: Draft Scope of Work**

- 1. Purpose – Improve the active transportation network within and surrounding the West Falls Church Transit Station Area (TSA). Perform an existing conditions and gap analysis, which will identify gaps in the pedestrian and bike network, including barriers to access, inadequate facilities, and other areas for improvement. Recommend improvements based on this assessment and set priorities with input from the community and identify potential sources of funding.***

This plan will address the follow-on motion to the West Falls Church TSA Plan Amendment, which was adopted by the Board of Supervisors on July 13, 2021:

*“That the Board direct staff develop an active transportation plan for the West Falls Church TSA and surrounding area. This plan would include an existing conditions assessment, to be performed within the pedestrian and bicycle access shed of the Metrorail station, and should identify barriers to access, inadequate facilities, and other areas for improvement. Following this assessment\*, staff should conduct outreach to solicit community feedback on proposed recommendations and develop priorities, including short-term and long-term projects. The plan should identify potential opportunities for public and private funding sources for proposed improvements. Development of the plan will be performed by County staff and does not require dedicated County funds.”*

\*Supervisor Foust clarified after the motion that staff should perform additional community outreach before the existing conditions assessment.

- 2. Background – The following is a brief synopsis of the West Falls Church Plan Amendment and a list of studies that may help inform the development of the West Falls Church Active Transportation Plan:***

In 2018, the Board of Supervisors authorized the consideration of the West Falls Church TSA Plan Amendment to study the Washington Metropolitan Area Transit Authority (WMATA) and Virginia Tech parcels in the West Falls Church TSA. The Board requested that staff consider a mix of uses (office, retail, multifamily, and townhouses) up to an intensity of .96 floor area ratio (FAR) for the WMATA property, and a mix of uses (institutional, office, retail, and residential) at an intensity up to a 2.5 FAR for the Virginia Tech property.

The nearly three-year process leading to the adoption of the plan amendment included extensive community outreach through Task Force meetings, community meetings, and smaller-scale meetings with various homeowners and civic associations. Task force and community members voiced their desire for improvements to walk and bike between the Metrorail station and nearby neighborhoods, noting the lack of sidewalks along many residential streets, and narrow or otherwise inadequate pathways. As a result of this feedback, a key recommendation of the plan amendment was to develop a plan to improve active transportation within and surrounding the West Falls Church TSA.

In addition to the West Falls Church Plan Amendment, the following plans and studies should be consulted:

- a. West Falls Church TSA Traffic Analysis (contact FCDOT for traffic study)
- b. ActiveFairfax Plan (including the current Countywide Trails Plan and Bicycle Master Plan) [ActiveFairfax Transportation Plan | Transportation \(fairfaxcounty.gov\)](#); [Fairfax County - Countywide Trails Plan Map - Updated June 2018](#); [Countywide Bicycle Master Plan | Transportation \(fairfaxcounty.gov\)](#)
- c. Shreveview Elementary Safe Routes to School (SRTS) study [Transportation Alternatives Program | Transportation \(fairfaxcounty.gov\)](#)
- d. Virginia Department of Transportation (VDOT) Shreve Road Corridor Study [Transportation Impact Analysis \(virginiadot.org\)](#)
- e. Westmoreland Corridor Study [westmorelandstpresentation.pdf.pdf \(fairfaxcounty.gov\)](#)
- f. Route 7 Bus Rapid Transit (BRT) Study [Route 7 Bus Rapid Transit Study | Transportation \(fairfaxcounty.gov\)](#)
- g. Tysons Metrorail Station Access Management Study (TMSAMS) [TMSAMS Tysons Metrorail Station Access Management Study Final Report \(fairfaxcounty.gov\)](#)
- h. City of Falls Church plans including the West Falls Economic Development Project, West End Small Area Plan, Bicycle Master Plan, and others [West Falls Development Project | Falls Church, VA - Official Website \(fallschurchva.gov\)](#); [West End Small Area Plan | Falls Church, VA - Official Website \(fallschurchva.gov\)](#); [Bicycle Master Plan | Falls Church, VA - Official Website \(fallschurchva.gov\)](#)

Also, several capital projects have recently been completed within the vicinity of the West Falls Church Metrorail Station, including the installation of sidewalk along Great Falls Street from North West Street to Osborn Street in January 2021. Pedestrian and bicycle projects that have either been constructed or planned are noted on the study area map at the end of this document.

### **3. Goals – The goals of the West Falls Church Active Transportation Plan are to:**

- a. Create an Advisory Group that will inform the planning process and engage with the community to ensure equitable representation among all affected community members.
- b. Provide multiple opportunities for community input throughout the development of the plan through pro-active outreach and engagement.
- c. Ensure transparency throughout the process over developing the plan.
- d. Improve safety, accessibility, and comfort for all active transportation users, including walking, bicycling, and other forms of non-motorized travel.
- e. Increase connectivity between the West Falls Church Metrorail Station, surrounding neighborhoods, and the Washington and Old Dominion (W&OD) Trail.

- f. Ensure that the most recent and accurate data are used to inform the Advisory Group and its preparation of recommendations.
- g. Prepare planning level cost estimates for recommended improvements.
- h. Prioritize active transportation recommendations with community assistance.
- i. Integrate active transportation recommendations for the West Falls Church area into the Countywide ActiveFairfax Transportation Plan.
- j. Identify funding to implement the recommendations.

Active engagement with the community will be critical to the fulfillment of these goals, which should be considered through the equity lens of One Fairfax Policy and align with the priorities set forth in the Countywide Strategic Plan. The *Administration* section contains details on community outreach.

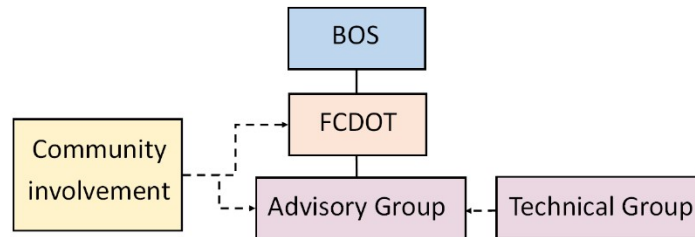
**4. *Advisory Group – An Advisory Group will be created to inform the planning process. Representation in the Advisory Group should include a variety of demographics to meet One Fairfax goals for equity. The Advisory Group should include the following:***

- a. Three representatives each from Supervisors’ Districts in Dranesville and Providence
- b. Two representatives each from Dranesville and Providence District school PTAs within the study area
- c. One representative from the McLean Citizens Association (MCA)
- d. One representative from the Providence District Council (PDC)
- e. One representative from the Fairfax Alliance for Better Bicycling (FABB)
- f. One representative from Fairfax Families for Safer Streets

***A Technical Group will also be established to provide technical expertise and support to the Advisory Group and should include the following:***

- a. Two representatives from the Fairfax County Department of Transportation (FCDOT)
- b. One representative from the Fairfax County Park Authority (FCPA)
- c. One representative from the Virginia Department of Transportation (VDOT)
- d. One representative from the Northern Virginia Regional Park Authority (NOVA Parks)
- e. One representative from Fairfax County Public Schools (FCPS)
- f. One representative from Fairfax County Police
- g. One representative from the Washington Metropolitan Area Transit Authority (WMATA)
- h. One representative from the City of Falls Church
- i. One representative from Virginia Tech

FIGURE 1: ADVISORY GROUP STRUCTURE



A governance structure for the plan is shown in **Figure 1** above. The plan will be managed by FCDOT, and staff will be responsible for reporting to the Board of Supervisors (BOS), meeting facilitation, scheduling, and technical planning and design work. The Advisory Group will guide the existing conditions assessment and propose recommendations for improvements with support from the Technical Group and FCDOT. The Advisory Group and FCDOT will receive and process community feedback, which will inform the decision-making process.

**5. Objectives and Deliverables – The draft Scope of Work will be reviewed and finalized by the Advisory Group, following input from the Dranesville and Providence District Supervisors and any stakeholders the Supervisors choose to include. The project will be completed upon the publication of a final report and following a community meeting to review the recommendations and priorities, as well as next steps for funding and implementation, and any feedback is incorporated. The following objective and deliverables shall be met:**

- a. Objective:** Complete an active transportation gap-analysis for the area surrounding the West Falls Church Metrorail Station. The gap-analysis will use GIS and aerial imagery, augmented by on-the-ground site visits and observations. District Supervisors may also facilitate walking tours for area residents that can be supported by FCDOT staff. Refer to the study area map in **Figure 2** at the end of this document for extent of the gap-analysis.
  - i. Deliverable:** Create a map and associated table of the study area that identifies missing sidewalks, crosswalks, or other barriers to access for pedestrians, including crosswalks and active transportation facilities that need improvements, within a one-mile radius of the station entrance.
  - ii. Deliverable:** Create a map and associated table of the study area that identifies missing links for bicyclists within a two-mile radius of the station entrance. This assessment should include on-street and off-street facilities. Bicycle Level of Traffic Stress (LTS) may be used to help identify missing links.
- b. Objective:** Recommend improvements to the active transportation network.
  - i. Deliverable:** Develop a list of recommendations based on the findings of the gap analysis. Active transportation facility recommendations should

adhere to the latest guidance in the ActiveFairfax Transportation Plan or guidance established through this process.

- c. **Objective:** Set short-term and long-term priorities for activetransportation recommendations.
  - i. **Deliverable:** Develop criteria to rate and prioritize potential projects, including feasibility, cost, direct benefit to residents, etc.
  - ii. **Deliverable:** Create a poll/survey to allow community members to indicate their priorities for projects in the study area.
- d. **Objective:** Communicate findings to the community.
  - i. **Deliverable:** Publish a final report on the plan, which shall include associated maps and tables, the methodology used for study, the results of the gap-analysis, a list of recommendations including the process for their selection and prioritization and potential funding sources, and documentation of community engagement. Details on community engagement, including public meetings, are described in the next section.

***6. Administration – Transparency and inclusivity are critical in ensuring the success of the West Falls Church Active Transportation Plan. A community outreach plan will be developed, and ongoing and frequent coordination between County Staff, the Advisory Group, and the public will be included in the project schedule. Requirements are as follows:***

- a. The Advisory Group shall meet several times at strategic intervals throughout the planning process to discuss the plan, review community feedback, and come to consensus on plan recommendations. The Technical Group will also meet at this time to provide input and guidance.
- b. Fairfax County staff shall conduct regular internal project meetings to ensure coordination with other relevant planning efforts, such as the ActiveFairfax Transportation Plan.
- c. At least one meeting each should be held with both the Trails, Sidewalks and Bikeways Committee, and the Transportation Advisory Commission to provide a briefing on the West Falls Church Active Transportation Plan and request feedback.
- d. Three public meetings shall be held to provide the community with information on the plan and solicit feedback:
  - i. Public Meeting #1: Introduction to the plan and Advisory Group, including review of scope, goals and objectives, strategy, and timeline. Open an initial comment period to seek community input on the proposed approach and feedback to aid in developing recommendations and priorities.
  - ii. Public Meeting #2: Present results of the gap-analysis and first set of recommendations. Begin second comment period to prioritize recommendations.

- iii. Public Meeting #3: Present final recommendations from draft report, priorities, and funding and implementation strategies to the community and secure feedback.
- e. Additional, smaller-scale meetings should be held with individual community groups, such as Homeowners Associations or Civic Associations, to provide ample opportunity for community participation. Equal opportunity shall be provided to any community association that requests a meeting.

**7. Timeline – The following is a tentative timeline for meeting all milestones of the project:**

**Winter 2021/2022:**

- Task 1:** Create the West Falls Church Active Transportation Advisory Group.
- Task 2:** Create project website to include relevant project information, meetings, schedules, contact information, and methods for public input.
- Task 3:** Review draft scope of work with Advisory Group.
- Task 4:** Advisory Group: Finalize project scope, including geographic boundaries, goals, and objectives.
- Task 5:** Conduct active transportation gap-analysis.
- Task 6:** Begin outreach, which will include public meeting notices, sharing of project updates, community polling, etc.
- Task 7:** Public meeting (1 of 3): Introduction to the plan and Advisory Group, including review of scope, goals and objectives, strategy, and timeline. Solicit community feedback for the active transportation gap-analysis

**Winter/Spring 2022:**

- Task 8:** Finish active transportation gap-analysis and seek public input.
- Task 9:** Advisory Group: Review input from the community and discuss the results of the gap-analysis.

**Spring 2022:**

- Task 10:** Prepare first set of recommendations based on results of the gap-analysis, ActiveFairfax policy review, and community feedback.
- Task 11:** Public meeting (2 of 3): Present results of the gap-analysis and first set of recommendations. Begin second comment period to prioritize recommendations.
- Task 12:** Advisory Group: Review public comments and determine final recommendations. Set priorities for recommendations based on community feedback. Identify potential funding sources for projects and create a list of funding streams that may be applicable.

**Summer 2022:**

- Task 13:** Public meeting (3 of 3): Present final recommendations from draft report, priorities, and funding strategy to the community, and secure feedback.
- Task 14:** Advisory Group: Debrief from final public meeting and determine appropriate steps to finalize report.

**Task 15:** Board acceptance of study recommendations.

**Task 16:** Edit final report as necessary and publish on the County website.

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FIGURE 2: WEST FALLS CHURCH ACTIVE TRANSPORTATION STUDY AREA (DRAFT)

