



**Planning Commission Agenda
Town of Orange Community Meeting Room – 235 Warren Street
Monday, August 28, 2023**

6:00 p.m.

1. Call to order by the Director of Community Development.

Roll Call:

Commissioner Rita Carroll
Commissioner Donald Schafer
Commissioner Benjamin Sherman

Commissioner Page Sullenberger
Commissioner LJ Taylor
Mayor Martha Roby, *Ex-Officio*

2. Election of Chair and Vice-Chair.
3. **Public Comment** – *The public is invited to make brief comments that would not necessarily require scheduling a separate Agenda item. It is asked that everyone speaking please state their name and address or group affiliation, if any.*
4. Planning Commission Meeting Minutes of June 26, 2023.
5. Consideration of FY2024-FY2029 Capital Improvements Plan (CIP).
6. Continued Discussion of Comprehensive Plan Updates.
 - Theme 3 - Education
7. Next Meeting – September 25, 2023, at 6:00 p.m.
8. Adjournment.

The Town of Orange Planning Commission Agenda Package is available on the Town's website for review at www.townoforangeva.org



AGENDA SUMMARY

August 28, 2023

Agenda Item # 2

Election of Chair & Vice-Chair

SUMMARY

As stated in the Planning Commission Bylaws, the election of Chair and Vice Chair are to be done annually at the first regular July meeting, with a term of one year.

- The Director of Community Development asks for nominations for Chairman. After one or more people are nominated the Director of Community Development will ask if there are any additional nominations. If not, the nominations will be closed.
- The Director of Community Development will call for motion to elect Chair

Recommended motion – I move to elect _____ as Chairman of the Town of Orange Planning Commission with a term to expire June 30, 2024.

- The Director of Community Development turns the meeting over to the Chairman
- The Chairman asks for nominations for Vice-Chairman. After one or more people are nominated the Chairman will ask if there are any additional nominations. If not, the nominations will be closed.
- Chairman will call for motion to elect Vice-Chair

Recommended motion – I move to elect _____ as Vice-Chairman of the Town of Orange Planning Commission with a term to expire June 30, 2024.

Planning Commission Meeting Minutes

June 26, 2023

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The Town of Orange Planning Commission held a meeting at 6:00 p.m., in the Town of Orange Community Meeting Room. Planning Commission members present were: Chairman Benjamin Sherman, Donald Schafer, and L.J. Taylor. Staff members present were Director of Community Development John Cooley, AICP, CZA, and Deputy Town Clerk Kimberly Strawser, CZA, CMC. Vice-Chair Page Sullenberger, Commissioners Rita Carroll, and Mayor Roby were absent.

CALL TO ORDER

The Chairman called the meeting to order. The Deputy Town Clerk called roll and noted that there was a quorum present.

PLANNING COMMISSION MEETING MINUTES OF JUNE 26, 2023

Motion was made by Commissioner Taylor, seconded by Chairman Sherman to approve the meeting minutes of June 26, 2023, as presented. On vote, Chairman Sherman – aye, Vice-Chair Sullenberger – absent, Commissioner Carroll – absent, Commissioner Schafer – abstained, and Commissioner Taylor – aye. Motion carried.

STAFF UPDATE ON CAPITAL IMPROVEMENTS PLAN (CIP)

The Director of Community Development reported that staff was notified that VDH would provide full funding of \$2.7 million for the standpipe replacement project. The Director of Community Development stated that this project would be removed from the CIP. The Director of Community Development stated further that the CIP would be brought to the Commission at a later date with the Revenue Sharing projects. The Director of Community Development asked the Commission to look at adding projects to the CIP. Chairman Sherman and Commissioner Taylor suggested a sidewalk plan. A brief discussion was held.

CONTINUED DISCUSSION OF COMPREHENSIVE PLAN UPDATES – THEME II - INFRASTRUCTURE

The Director of Community Development provided the Commission with Commissioner Carroll's comments. Chairman Sherman stated it was important for all Commissioner's to be present for discussions on the updates to the Comprehensive Plan. A brief discussion was held on how to proceed.

The following items were suggested by the Commission:

- Add sidewalks under immediate goal
- Add bike lanes
- Implement recycling under short term goals
- Extending underserved areas within town with water and sewer – add to action item

Planning Commission Meeting Minutes

June 26, 2023

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The Director of Community Development asked the Commission to forward any other suggestions to him. The Director of Community Development stated that Theme 3 – Education would be discussed at the next meeting.

NEXT MEETING

The Commission will meet on Monday, July 24th at 6:00 p.m.

With no further business to come before the Commission, the meeting adjourned at 7:13 p.m.

Kimberly Strawser, CZA, CMC
Deputy Town Clerk

Chairman Benjamin Sherman



AGENDA SUMMARY

August 28, 2023

Agenda Item #5

Consideration of FY2024-FY2029 Capital Improvements Plan

SUMMARY

The Director of Community Development will review the items that have been added/updated to the FY2024-FY2029 Capital Improvements Plan.

STAFF RECOMMENDATION:

Staff recommends that the Commission recommend approval to Town Council.

PLANNING COMMISSION VOTE/ MOTION FOR CONSIDERATION:

"I move that the Town of Orange Planning Commission recommend approval of the FY2024-FY2029 Capital Improvements Plan to Town Council for their approval."

TOWN OF ORANGE, VIRGINIA



FY 2024- FY 2029
CAPITAL IMPROVEMENTS PROGRAM

ADOPTED BY THE TOWN OF ORANGE PLANNING COMMISSION
Date:

1. Introduction: Town of Orange CIP: FY 2024 – FY 2029

Capital improvement planning is one of several tools a locality uses to implement its comprehensive plan, which generally outlines the future the locality desires for itself through the goals, objectives and implementation strategies contained therein. ***The purpose of the Capital Improvement Program (CIP) is to allow a locality to examine its current resources and to determine what future resources it needs. This is helpful for determining not only how much funding is needed to satisfy public facility needs but also when such funding is needed.***

Typically, the CIP covers a five-year period, with the first year adopted as the capital budget. Funding shown in subsequent years is not immediately committed but instead reflects an estimate of funding levels needed in the future for various facilities, equipment, etc. This plan was developed in 2021, and thus covers the FY 2022 capital budget as well as capital facilities cost projections for projects not scheduled for construction during FY 2022.

2. Planning Commission CIP Preparation

State statute designates the Planning Commission as the body generally responsible for the preparation and annual update of a locality's CIP. Section 15.2-2239 of the Code of Virginia, 1950, as amended, states the following:

A local planning commission may, and at the direction of the governing body shall, prepare and revise annually a capital improvement program based on the comprehensive plan of the locality for a period not to exceed the ensuing five years. The commission shall submit the program annually to the governing body, or to the chief administrative officer or other official charged with preparation of the budget for the locality, at such time as it or he shall direct. The capital improvement program shall include the commission's recommendation, and estimates of cost of the facilities and the means of financing them, to be undertaken in the ensuing fiscal year and in a period not to exceed the next four years, as the basis of the capital budget for the locality. In the preparation of its capital budget recommendations, the commission shall consult with the chief administrative officer or other executive head of the government of the locality, the heads of departments and interested citizens and organizations and shall hold such public hearings as it deems necessary.

The Town of Orange Planning Commission has prepared this Capital Improvement Program with assistance from Town of Orange staff. The committee members for the preparation of this CIP were:

Benjamin Sherman	Chairman
Page Sullenberger	Vice Chairman
Donald Schafer	Commissioner

L.J. Taylor
Rita Carroll
Martha Roby, Mayor

Commissioner
Commissioner
Ex-Officio

Staff Support was provided by:

Greg Woods
Dwight Baker
Wendy J. Chewning
John G. Cooley
Larry Bond
Kiline Madison
Dianna Gomez
Michelle Steinberger
Kimberly A. Strawser

Town Manager
Chief Water Plant Operator
Town Clerk
Director of Community Development
Director of Public Works
Chief of Police
Director of Finance
Chief Wastewater Plant Operator
Deputy Town Clerk

3. Definition of a Capital Project

A **Capital Improvement Project** is defined as a major, non-recurring annual expenditure of at least \$25,000 for the payment of a capital improvement asset which has a useful life of at least five (5) years including any such planning, feasibility, engineering, or design study related to such project. These projects are included in the CIP and do not necessarily include all capital assets of the Town.

(Definition approved by the Town of Orange Planning Commission on October 27, 2014)

4. FY 2024- FY 2029 Requests

This CIP is unique in that the Town has received American Rescue Plan Act funding which must be spent on water, sewer, or broadband projects. Currently, the Town has allocated its funding to the following projects

5. Funding Recommendations

At this time focus is on the projects being funded through the American Rescue Plan Act.

6. Priority Recommendations

Due to the nature of the American Rescue Plan Act funding, priority recommendations are on ARPA funded projects due to the timelines regarding funding.

Projects Deleted from the Draft CIP:

- Public Works Vehicles – Vehicles already purchased and ordered: New Trash Truck
- Marshall Heights Standpipe Replacement/Repair – Contract has been signed to replace the Standpipe
- Water Treatment Plant Water Intake Millimeter Screen

Town Projects using ARPA funds:

Currently, the Town staff is working on the following projects:

- Marshall Heights Water Facility Standpipe Replacement
- New Water Intake
- Subdivision Sewer Line Designs
 - Brizzolara Subdivision
 - Boxley-Redhill Subdivision
 - Houseworth Street Subdivision
- Water Line under NS tracks Twyman Street to Lindsay Drive
- Macon Road Water Tank Aerator
- Marshall Heights Water Facility In Ground Water Reservoir Aerator
- Marshall Heights Water Facility New Electrical Building
- Water Plant Liquid Feed Building

Projects being funded through ARPA funds will have priority over other projects as the funds have to be obligated to specific projects by December 31, 2024 and the funds must be expended by December 31 2026.

Road Construction

Description:

The Town of Orange Public Works Department, in its role of maintaining the public roads within the Town, has plans to re-construct the following roads (listed in order of priority):

Revenue Sharing Projects FY 27 and FY 28			
FY	Road	Total Funding	Town Portion
27	Porterfield Drive (from Monetvista Ave to end)	\$523,194.28	\$261,597.14
27	S Madison Road (from Caroline St to Main St)	\$385,247.21	\$192,623.61
28	Rapidan Road (from Selma Rd to Town limits)	\$252,926.06	\$126,463.45
28	Williams Dr (from Selma Rd to Blue Ridge Dr)	\$237,017.60	\$118,508.80
28	W Main St (from Peliso Ave to Town limits)	\$366,752.47	\$183,375.74
		\$1,765,137.62	\$882,568.74

Relationship to Comprehensive Plan:

Goal PS16: Ensure that public facilities are constructed and maintained to meet Levels of Service standards for different Planning Sectors in Town as articulated through specific Planning Sector plans.

Action PS16.5: Adequately fund Water Plant, Wastewater Plant, Public Works, Police, and Administrative Capital Needs to maintain Levels of Service Standards

Total Cost: \$1,471,286.00 (Town portion \$735,643.00)

Funding Source: 50% Local funds/50% Revenue Sharing Funds

Department Requesting: Public Works

Ranking:

Sidewalk Construction

Description

This project encompasses new infill construction of sidewalks providing pedestrians safe access to developed areas within the Town.

Relationship to Comprehensive Plan

Goal T2: Improve existing roads and transportation systems in a manner consistent with the Transportation Vision.

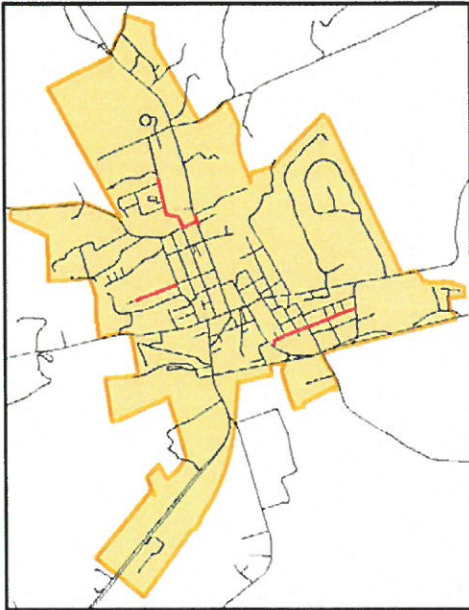
Action T4.2: Construct biking and pedestrian infrastructure in existing (already developed) parts of Town.

Total Cost: \$100,000.00 yearly

Funding Source: General Fund, VDOT grants, private funds

Department Requesting: Public Works

Ranking:



Potential Sidewalk Projects:

- North Street from Spicers Mill Road to the North Street Connector
- Newton Street from Montevista Avenue to the Veteran's Park entrance
- Jefferson Street from Byrd Street to Selma Road

Taylor Park Brick Paver Rehabilitation

Description:

This project would fix the brick pavers in Taylor Park which are being dislodged by the roots of adjacent trees and are becoming a “tripping” and safety issue.

Relationship to Comprehensive Plan:

Action T4.2: Construct biking and pedestrian infrastructure in existing (already developed) parts of Town.

Total Cost: \$50,000

Funding Sources: General Fund, Taylor Park Fund, Private Grants, Donations

Department Requesting: Public Works

Ranking:



"Hilltop Drive" Sewer Line Connection

Description: To connect Harper Drive/Berry Street and Porterfield Drive sewer lines.

Relationship to Comprehensive Plan:

Goal PS16: Ensure that public facilities are constructed and maintained to meet Levels of Service standards for different Planning Sectors in Town as articulated through specific Planning Sector plans.

Total Cost To be determined during engineering phase

Funding Source: American Rescue Plan Act

Department Requesting: Public Works

Ranking:



Hilltop Drive Connector

Description:

To connect Harper Drive to Berry Street and connect Porterfield Drive to Hilltop Drive, this would improve and give alternate routes to Route 20.

Relationship to Comprehensive Plan:

Goal PS16: Ensure that public facilities are constructed and maintained to meet Levels of Service standards for different Planning Sectors in Town as articulated through specific Planning Sector plans.

Goal T2: Improve existing roads and transportation systems in a manner consistent with the Transportation Vision.

Total Cost

To be determine during engineering phase

Funding Source:

VDOT Urban Funds, Revenue Sharing, Town Matching Funds, American Rescue Plan Act

Department Requesting:

Public Works

Ranking:



Orange Village Shopping Center Traffic Circle

Description:

As traffic counts increase on Route 15 through Town, and as the Orange Village Shopping Center continues to grow, traffic conflicts at the entrances are increasing. Working with the VDOT, a proposed traffic circle was designed to help mitigate the traffic conflicts at the northern entrance to the shopping center.

Relationship to Comprehensive Plan:

Goal PS16: Ensure that public facilities are constructed and maintained to meet Levels of Service standards for different Planning Sectors in Town as articulated through specific Planning Sector plans.

Goal T2: Improve existing roads and transportation systems in a manner consistent with the Transportation Vision.

Total Cost \$2,000,000.00

Funding Source: VDOT Urban Funds, Revenue Sharing, Highway Safety Improvement (HSIP) Funds, Town Matching Funds

Department Requesting: Community Development

Ranking:



Madison Road Utility Rehabilitation and Road Reconstruction

Description:

The underground utility infrastructure beneath Madison Road/Route 15, in many cases, is so old there is no documentation as to when it was constructed. Recently, storm sewer lines in front of 135 N. Madison Road (Domino's Pizza) collapsed, requiring emergency work by the Town's Public Works department. The Town has experienced other utility failures along N. Madison Road and this project would address the rehabilitation of the underground utilities while reconstructing N. Madison Road including updated streetscapes with wider sidewalks, street trees, benches, and street lights.

Relationship to Comprehensive Plan:

Goal T2: Improve existing roads and transportation systems in a manner consistent with the Transportation Vision.

Goal T4: Encourage alternatives to vehicular use to increase pedestrian-friendliness of Orange

Goal PS16: Ensure that public facilities are constructed and maintained to meet Levels of Service standards for different Planning Sectors in Town as articulated through specific Planning Sector plans.

Total Cost \$10,000,000 plus

Funding Source: VDOT: Revenue Sharing, Six Year Improvement or Smart Scale, Highway Safety Improvement Funding, Town Matching Funds

Department Requesting: Public Works

Ranking:

Spicer's Mill Road Culvert and Bridge Replacement

Description

Replacement of the culvert crossing at Baylor Creek. This project includes replacing the two existing culverts north of the box culvert and restoration work on the unnamed tributary of Baylor Creek.

Relationship to Comprehensive Plan

Action I11.4: Reconstruct Spicer's Mill Culvert.

Total Cost: \$3,000,000.00

Funding Source: VDOT and Town funding

Department Requesting: Public Works and Community Development

Ranking:

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Orange Transportation Center Streetscape Enhancement Project

Description

This project covers sidewalks, lighting and utility improvements in the vicinity of the Orange Train Depot within the Orange Commercial Historic District.

Relationship to Comprehensive Plan

T4.2

T4.2.3

T5

Total Cost:

Section A: RR Tracks to Madison Road:			
Engineering:	\$150,000.00	Construction:	\$800,000.00
Section B: Madison Road to Belleview Ave			
Engineering	\$225,000.00	Construction	\$1,400,000.00
Section C: Belleview Ave to Caroline Street:			
Engineering:	\$100,000.00	Construction	\$500,000.00
Totals:	\$475,000.00		\$2,700,000.00

Funding Source: VDOT, ToO General Fund

Department Requesting: Community Development

Ranking:



Madison Road Stormwater Drainage Rehabilitation and Reconstruction Project

Description

Due to excessive flooding on Madison Road between Nelson Street and Spicers Mill Road, Town staff worked with VDOT on a drainage improvement project

Relationship to Comprehensive Plan

Goal I11

Goal I12

Action I 2.3 – Build Town Wide Stormwater Facilities

Total Cost:

Engineering Design	\$200,000.00
Right of Way	\$100,000.00
Construction	\$1,000,000.00

Phasing:

- Newton Street to Woodmark Drive
- Washington Street to Newton Street
- Main Street to Newton Street

Funding Source: VDOT, General Fund,

Department Requesting: Community Development

Ranking:





AGENDA SUMMARY

August 28, 2023

Agenda Item #6

***Continued Discussion of Comprehensive Plan Updates
Theme 3 - Education***

SUMMARY

The Planning Commission will continue discussion of updates to the Comprehensive Plan. The Commission will discuss Theme 3 - Education.

STAFF RECOMMENDATION:

None.

PLANNING COMMISSION VOTE/ MOTION FOR CONSIDERATION:

None needed.