



Agenda

Town of Orange Community Meeting Room – 235 Warren Street

Monday, June 24, 2024

6:00 p.m.

1. Call to order.

Roll Call:

Chairman Benjamin Sherman
Vice-Chair Page Sullenberger
Commissioner Rita Carroll

Commissioner Donald Schafer
Commissioner LJ Taylor
Mayor Martha Roby, *Ex-Officio*

- 2. 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.*
- 3. Consideration of the Planning Commission Meeting Minutes of May 28, 2024.**
- 4. Continued Discussion of Comprehensive Plan – Goals/Visions.**
- Ranking of Themes 5-11
- 5. Continued Discussion of Parklets.**
- 6. Next Meeting – July 8, 2024, at 6p.m. – Work Session**
- 7. Adjournment.**

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

Planning Commission Meeting Minutes

May 28, 2024

Page One

The Town of Orange Planning Commission held a meeting at 6:10 p.m., in the Town of Orange Community Meeting Room. Planning Commission members present were: Chairman Benjamin Sherman, Vice-Chair Page Sullenberger, Commissioners Donald Schafer and LJ Taylor. Staff members present were Director of Community Development John Cooley, AICP, CZA, and Deputy Town Clerk Kimberly Strawser, CZA, CMC. Commissioner Rita Carroll and Councilmember Jeremiah Pent were absent.

CALL TO ORDER

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

PUBLIC COMMENT

There was no public comment.

PLANNING COMMISSION MEETING MINUTES OF APRIL 22ND, 2024

A motion was made by Vice-Chair Sullenberger, seconded by Commissioner Taylor, to approve the meeting minutes of April 22, 2024, as presented. On vote, Chairman Sherman – aye, Vice-Chair Sullenberger – aye, Commissioner Carroll – absent, Commissioner Schafer – aye, and Commissioner Taylor – aye. Motion carried.

CONTINUED DISCUSSION OF COMPREHENSIVE PLAN – GOALS/VISIONS

The Director of Community Development stated that he would like the top 3-5 goals from each Commissioner, for all 12 Themes of the Comprehensive Plan. The Director of Community Development stated further that once the goals were received and the Comprehensive Plan was updated, then committees would be formed.

Chairman Sherman suggested putting the draft out to the committees first. A discussion was held.

The Commission reviewed themes 1-4 and noted the top 3 goals from each Commissioner, for those themes.

Chairman Sherman requested to note that the Town should work with Orange County Economic Development to get buy in from the County. The Director of Community Development reported that the Town's approved budget included an Economic Development position for the Town.

Vice-Chair Sullenberger requested that staff reach out to Commissioner Carroll for her goals for the themes of the Comprehensive Plan that was discussed.

Planning Commission Meeting Minutes

May 28, 2024

Page Two

The Director of Community Development requested that the Commission review the remaining Themes 5-11 of the Comprehensive Plan and email their top 3 goals to him. The Director of Community Development stated that he would include those in the revised document and email the Commission before their next meeting. The Director of Community Development requested that the Commission think about the SWOT analysis as well.

DISCUSSION OF PARKLETS (DIRECTOR OF COMMUNITY DEVELOPMENT)

Chairman Sherman stated that the discussion of Parklets would be moved the next Planning Commission agenda.

NEXT MEETING

The next Planning Commission meeting will be on Monday, June 10, 2024, at 6:00 p.m.

With no further business to come before the Commission, the meeting adjourned at 7:27 p.m.

Kimberly Strawser, CZA, CMC
Deputy Town Clerk

Chairman Benjamin Sherman

Agenda Item - 4 - Comprehensive Plan Discussion

Creating not just a plan but a plan of action and implementation. That's a critical distinction. Lots of people, it seems, are good at creating plans, but it's a rare leader who knows how to move from plan to reality.

The Comprehensive Plan is supposed to be the guiding document to development within the Town. Our other documents (the zoning ordinance, the subdivision ordinance, Capital Improvement Program) are the statutory means for the Town to bring the Comprehensive Plan vision to fruition.

State code §15.2-2223 *Comprehensive Plan to be prepared and adopted; scope and purpose* states:

"The local planning commission shall prepare and recommend a comprehensive plan for the physical development of the territory within its jurisdiction and every governing body shall adopt a comprehensive plan for the territory under its jurisdiction.

In the preparation of a comprehensive plan, the commission shall make careful and comprehensive surveys and studies of the existing conditions and trends of growth, and of the probable future requirements of its territory and inhabitants. The comprehensive plan shall be made with the purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the territory which will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity and general welfare of the inhabitants, including the elderly and persons with disabilities.

The comprehensive plan shall be general in nature, in that it shall designate the general or approximate location, character, and extent of each feature, including any road improvement and any transportation improvement, shown on the plan and shall indicate where existing lands or facilities are proposed to be extended, widened, removed, relocated, vacated, narrowed, abandoned, or changed in use as the case may be."

So, I am thinking that included with the top three action items (items which are measurable and able to be implemented) we look at the goals we wish to attain in each of the Themes within the Comprehensive Plan. These goals would be general in nature and be for the Immediate time frame, 1 to 3 years, the short term, 3 to 10 years, and the long term, 10 + years. The goals would be in line with "The comprehensive plan shall be general in nature".

At some point we will need to discuss what studies, if any, the Planning Commission would like to undertake in support of this plan update.

When is the right time to get started? Who are the right people to lead this effort? What obstacles will they face? And how can we help them succeed?

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My plan with the goals is to take them all and create a narrative instead of a bulleted list but I need the list to work from.

You will see from the rest of the document that I have gotten up to Theme 7. Some themes have more goals/action items listed than others. I need your help to not only fill in the holes in the information but to make sure that what I have put in the document you agree with.

What I would like to do at our next meeting, May 22, 2023, is begin with Theme #1 and work through the goals, action items. Once we have the theme goals written down with the action items, we can move on to Theme 2. I would like to get everyone to agree to the goals and action items for each theme before we move on. This may not be possible in all cases, but that is how I would like to proceed.

The quotes in the header and footer are just quotes that I liked and help me to focus on what I believe the plan should be. Not only a plan but also a plan of action and implementation (when used in conjunction with the zoning ordinance, subdivision ordinance, capital improvement plan, and any economic development strategies that are developed for the Town such as the ODA Downtown Development Planning Service 2016 report prepared by Barman Development Strategies or the 2021 Downtown Strategic Vision by Retail Strategies. These reports will be included as an appendix.

Some comments and questions from past discussions are listed below:

1. How do we connect our themes?
2. Create a sustainable workforce that entices business to come to Orange
3. How do we synthesize all of this information into actionable items/goals? Employment Match, work force analyzation, Job matching recruiter
4. How do we connect workers to businesses where their abilities match the businesses need
5. What existing industries are close to Orange which other businesses could "tag" off of?
6. How can we use the ESRI data to the benefit of the Town?
7. Ideas, Momentum, Championship

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Vision:

Town of Orange

Comprehensive Plan Updated Vision Statement

Approved by Planning Commission June 24, 2013 (Tweaked by Planning Commission Nov, 2018)

“The Town of Orange is a rural, historic Virginia town that cares responsibly for its citizens and its heritage. Orange wishes to promote development and investment in the town which fosters long term sustainable growth that expands the economic, educational, cultural, housing, recreational, and transportation opportunities for all residents. The town further seeks to preserve its architectural and environmental assets as its legacy to future generations of town citizens.”

Page Sullenberger submitted a draft mission statement on 3-28-2023:

Our mission is to support a vision for the Town of Orange that describes a rural, small-town community that values its natural, built and cultural resources and promotes quality, diversity and participation in all areas of community life.

Housing, Recreation, Transportation, Education

Training/Internships/ How do we keep our kids in Town

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Theme 1 – ECONOMY

We envision an economy where our existing assets (small size, low cost of living, architectural history, clean air and water, diversity of plants and animals, fields and forests, civic organizations and our friendly people) are seen as the foundation of our economic development. We look for businesses that work with localities as partners as we strive to ensure all of our citizens have the opportunity to succeed.

Planning Commission Goals:

- a. Determine what types of businesses to target and go after them. Ben/LJ/Page/Don
- b. Review all commercial/industrial areas in Town to determine if there are impediments to existing businesses expanding or new businesses opening. Ben/LJ/Page/Don
- c. Determine what types of jobs are needed in the Town – Nurses/IT Ben/Don
- d. Entice business to locate in Towns. How can we position the Town to be attractive to manufacturers, dot.coms, big box, small box so that there are sustainable employment opportunities for Town residents. Ben/Don
- e. Create an economy where people who grew up in Orange have the ability to either stay in the area and work or to go away to school and then come back to work. Ben/LJ
- f. Help create a sustainable workforce that will help businesses grow Page
- g. Work with local businesses to see what they need in terms of materials, labor, etc. and how can we help them meet these demands/needs/etc. Page

Other Goals discussed:

- a. Make it easier to get to where you want to go using your preferred transportation method. (Driving, walking, bike, scooter, etc.)
- b. Improve the overall look and walkability of Downtown
- c. Ensure that existing businesses know how much we appreciate them being here
- d. Create Program to Celebrate Dates:
 - a. One for them – Date Business Opened
 - b. One for us – Date Town Incorporated
 - c. One for both – When Downtown/Main Street formed
 - d. Other dates?
- e. Determine businesses that the citizens want – Survey of citizens
- f. Business Center/Co-work Center

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- g. Identify local successful companies and talk with them about what they are looking for – Klockner, Aero Jet, Lohmann – Job Match recruiter (4-22-2019)
- h. Look into Hub Zones? Are they available to Town? What are the benefits to businesses?
- i. How do we plan for change? Example Doubleday Books and American Press (books and magazines) both now gone. How can we set up the Town to weather changes?
- j. Creating a diverse economy where businesses are clamoring to be located on Main Street which in turn forces professional offices to decide whether to pay the higher rents or move.

Action Items:

1. Create an Economic Development Strategy
2. Create an Economic Development Plan of action and implementation for the Town.
3. Create a Master Marketing Plan for the Town.
4. Encourage the Orange Downtown Alliance to focus on their service area
5. Create business center/Co-work center
6. Survey of needs
7. How do we promote what is here?

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Theme 2 – PUBLIC FACILITIES/INFRASTRUCTURE/Community Facilities

The Town of Orange provides various services to the citizens, businesses and visitors in our Town. Services provided to Town residents encompass more than just water, sewer and trash disposal services. Public Facilities including parks, green spaces, Police Station, Town Hall, Public Works Facility, Water Plant, Sewer Plant, broadband, telecommunications, street lights, storm water conveyance,

Planning Commission Goals:

- a. Operate our water and sewer facilities to continue to provide valuable services to our users at a competitive rate based on industry standards [Ben/LJ/Don](#)
- b. Water availability – Manage, protect, conserve, maintain and improve the quality and quantity of water available to the Town of Orange citizens, businesses and water customers. [Page/Don](#)
- c. Continue to improve the existing water and wastewater conveyance systems [LJ](#)
- d. Work with developers and property owners to implement low maintenance Low Impact Development (LID) practices in all new developments. Opportunities to implement LID within existing development should also be investigated. [Ben/LJ/Page/Done](#)
- e. Replace aging infrastructure [Ben/LJ/Page/Don](#)
- f. Secure adequate water sources serving the Town of Orange water customers. [Ben/Don](#)

Other Goals discussed:

- a. Recycling

Action Items:

1. Extend water and sewer service to unserved and underserved areas within the Town
2. Refurbish the concrete water storage reservoir
3. Identify and create alternative sources of water for use by Town residents other than the Rapidan River. As part of this, work with State and Federal politicians.

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Theme 3 – EDUCATION

We envision an educational environment where all of our citizens are able to further their learning experiences allowing them to grow intellectually, spiritually and artistically. Whether their path is along the traditional education tract leading to college, technical training to support trades, continuing education for those looking to enhance or perhaps change careers, providing learning opportunities for those seeking knowledge/new experiences or if you are seeking to share your knowledge with others we want to help foster an environment where these, as well as other, opportunities exist for all of our citizens. Need support from the community. All these programs need to start now, every day we wait is another day we won't have the education system we need.

Planning Commission Goals:

- a. Provide all citizens opportunities within the Town to enhance their learning/education
Ben/LJ/Page/Don
 - a. GEDs
 - b. Trades Education
 - c. Distance Learning
 - d. Continuing Education – Professionals, Stay at Home Parents, Retirees
 - e. Opportunity to obtain certificates/credentials (Professional and Trades)
- b. Work to create a comprehensive list of all entities with educational programs within the Town LJ/Page/Don
 - a. Orange County Schools – The Orange County High School, Prospect Heights Middle School, Orange Elementary and the Taylor Education Administrative Complex (TEAC) are all located within the Town
 - b. Grymes Memorial School
 - c. The Arts Center of Orange
 - d. Orange School of Performing Arts
 - e. The Music Room
 - f. The Boys and Girls Club
 - g. Headstart
 - h. Orange County Parks and Recreation
 - i. Orange County Library
 - j. VA. Extension Service
 - k. High School Nursing Program
 - l. High School Technical School

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m. Others

- c. Identify skills needed by local companies now/today. Work with VEDP. [LJ/Page](#)
- d. Use VDOT's Safe Route To Schools program to install sidewalks along streets leading to all three schools in Town [LJ/Page/Don](#)
- e. Build a labor force to meet the needs business today and in the future. [Ben/LJ/Pae/Don](#)

Other goals discussed:

- a. Focus on identifying students strengths and then build on their strengths
- b. Create a learning environment where all residents of the Town are able to achieve their educational passions.

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Theme 4 – TRANSPORTATION

We envision a transportation system where people, goods and services are able to travel safely and efficiently from one place to another. We also envision our transportation system to be affordable and constructed in a timely manner, provide access to all citizens, and minimize impacts to both our citizens and private properties.

Immediate Goals (1 to 3 years):

- a. Create a transportation system where people have multiple means of transportation (car, train, bicycle, scooter, foot, other) to get from their point of origin to the point of destination in the safest, most efficient manner possible.
- b. Continue to coordinate transportation projects with the appropriate external Federal, State and local organizations (FHWA, VDOT, RRRC) to ensure projects appropriate receive funding.
- c. Identify and pursue funding opportunities other than VDOT (public/private grants, low cost/interest free loans, other funding options) to aid in the completion of identified local transportation projects.
- d. Upgrade, repair, and install sidewalks throughout Town to foster pedestrian activities.
- e. Reconstruct North Madison Road from its intersection with Spicers Mill Road to its intersection with Main Street. This work will include the replacement of utilities as well as streetscape improvements. Part of this project will include reviewing access management requirements for the corridor. Being within the Town's Urban Development Area (UDA) Overlay district may open up additional funding through VDOT.

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Theme 5 – Architectural Assets and Aesthetics

We envision an architecturally appealing and walkable Town which respects our rural, historic heritage by encouraging preservation and renovation of existing structures while encouraging new development designs derived from our historic architecture. Respect historic values and preserve historic sites and buildings that represent period architecture or history in the Town of Orange. We will protect the existing street tree canopy while expanding the street tree canopy using a diversity of canopy trees. We will use design to improve the quality of life for those working, visiting, and living in the Town.

Immediate Goals (1 to 3 years):

- a. Protect existing historic resources throughout Town (ie Downtown Historic District buildings)
- b. Focus on economic development and re-use through Historic/Existing structure Renovation – How is the question.
- c. Identify locations for new street trees to be planted. New tree plantings should use a diversity of canopy trees.
- d. Encourage new development to incorporate/utilize commercial and residential architectural features from adjacent neighborhoods/areas in Town. Build upon existing architectural features to develop quality design principles to enhance the community's quality of life.
- e. Encourage the continuation of the ongoing revitalization activities along the Main Street corridor as well as the rest of the Town.
- f. Guide contemporary development in a way which compliments the historic fabric of the Town and works to strengthen the overall character of the community.
- g.

Short Term Goals (3 to 10 years):

- a. Create policies and regulations protecting identified historic sites.
- b. Create education program to educate and encourage property owners regarding protection of historic structures and architectural features.
- c. Continue to protect entrance corridor landscapes. This is not to say we will not develop the Town's entrance corridors, rather that we will develop the corridor in such a way as to visually enhance the entranceway into Town
- d. Establish historic districts in areas that can benefit from the special recognition and protection offered by quality design principles.

Long Term Goals (10+ years):

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- a. Work to create a culture of protection and reuse of community assets

Action Items:

- a. List of historical resources
- b. Library of architectural resources
- c. Action Item

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Theme 6 - Environmental

Immediate Goals (1 to 3 years):

- h. Water quality/water conservation
- i. Air Quality – How is the Town's air quality? How to improve the air quality if we need to?
- j. Encourage environmentally friendly development practices that reduce the impact on the environment through "Green" and/or LEED building practices and neighborhood design.
- k. Where appropriate complete public projects in an environmentally sensitive manner utilizing "Green" or LEED building practices, site design/development and construction techniques.
- l. Encourage protection of natural resources and environmentally sensitive areas
- m. Encourage residents to plant trees on their properties
- n. Encourage residents to create rain gardens, using native species, on their property to reduce storm water runoff which could overwhelm the Town's storm water conveyance systems
- o. Recycling program
- p. Promote education of the public about issues of local and regional environmental concern.
- q. Encourage and recognize environmental stewardship in all aspects of Town life.

Short Term Goals (3 to 10 years):

- e. Institute curb side recycling
- f. Work with the school system to get students/teachers/parents involved in environmental projects. Recycling, Earth Day, etc.
- g. Goal

Long Term Goals (10+ years):

- b. Goal
- c. Goal
- d. Goal

Dreams/Fantasy/Utopian Goals:

- d. Replace all water distribution pipes owned by the Town.

Action Items:

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Theme 7 - Town and County Partnerships

The Town of Orange chooses to work with Orange County on projects beneficial to all residents of the County. The Town will work to ensure its citizens receive benefits from these partnerships. The Town is not subservient to the County but rather an equal partner.

Immediate Goals (1 to 3 years):

- r. Create a more formalized agreement between Town offices and County offices for projects within the Town.
- s. Fire/Rescue/Police
- t. Parks Planning, construction and management – Chatter Island walking path and dog park

Short Term Goals (3 to 10 years):

- h. Active Fiber Optic Network
- i. Economic Development
- j. Recreation Center/Indoor Pool – Warrenton's "The Wharf" concept

Long Term Goals (10+ years):

- e. Encourage local government support for Arts and Cultural activities
- f. Goal
- g. Goal

Dreams/Fantasy/Utopian Goals:

- e. In a perfect world we would all work together for the betterment of everyone. This seems to be an idea that remains just out of reach. Both the Town of Orange and Orange County could do a much better job communicating with each other and trying to work together instead of, as it appears, to always be working at cross purposes.

Action Items:

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Theme 8 - Public Safety, Fire and Rescue, Community Health and Government

Immediate Goals (1 to 3 years):

- u. Encourage local citizens to engage with their local governments
- v. How to entice more medical professionals to live/work in Orange?
- w. Create/Update the concept of a Citizen's Police Academy to help educate the public on policing to create dialogue and support for the profession
- x. Work with citizens to create Neighborhood Watch programs

Short Term Goals (3 to 10 years):

- k. Recruit more medical professionals to work in Orange and call Orange home
- l. Appropriate facilities for Town Employees
- m. Provide public transportation to governmental activities. Possibly the Toot bus.

Long Term Goals (10+ years):

- h. Goal
- i. Goal
- j. Goal

Dreams/Fantasy/Utopian Goals:

- f.

Action Items:

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Theme 9 - The Arts

Immediate Goals (1 to 3 years):

- y. Work to define what the Town is concerning the Arts
- z. Work with property and building owners to create more murals in Town
- aa. Encourage Public Art Installations
- bb. Encourage "Movies in the Park" type activities

Short Term Goals (3 to 10 years):

- n. Goal
- o. Goal
- p. Goal

Long Term Goals (10+ years):

- k. Goal
- l. Goal
- m. Goal

Dreams/Fantasy/Utopian Goals:

- g.

Action Items:

- a. Need to coordinate with the following;
 - i. Grelen
 - ii. Anna with the Arts Center
 - iii. Music Room Symphony
 - iv. Blue Ridge Art Studio (The Murrays)
 - v. Paint it Orange
 - vi. Schools/Teachers
 - vii. Grymes School
 - viii. Woodberry Forest
 - ix. Others?

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Theme 10 - Population/Demographics and Housing

Immediate Goals (1 to 3 years):

- cc. Work with residential developers to create all levels (affordable, starter, mid and high range) of new housing stock in the Town
- dd. Work to create enough affordable housing in the Town
- ee. Goal

Short Term Goals (3 to 10 years):

- q. Goal
- r. Goal
- s. Goal

Long Term Goals (10+ years):

- n. Goal
- o. Goal
- p. Goal

Dreams/Fantasy/Utopian Goals:

- h.

Action Items:

- a. Continue to study how to use the demographics of the Town's citizens to encourage businesses to locate in Town
- b. Lodging on the
- c. Trade Schools – both adult and High School training
- d. Encourage home ownership throughout the Town
- e. Support Smart Growth development with current infrastructure
- f. Apprenticeships
- g. Department of Labor Apprenticeship grants
- h. How do we encourage apprenticeships?
- i. Tiny house development in Town – Need to study to see if this is something that would work in Town.

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Theme 11 - Recreation

Immediate Goals (1 to 3 years):

- ff. Plan and construct a multi-use path on the Chatter Island property.
- gg. Plan and construct a dog park on the Chatter Island property.
- hh. Development of walking trails/Connected sidewalks that tell a story – Parks Trail – Gardens Trail – Beer Trail, etc.

Short Term Goals (3 to 10 years):

- t. Create a yearly budget of \$10,000.00 to purchase or maintain park equipment (Swings, Jungle Jims, benches, picnic tables, chess/checker tables, etc.)
- u. Recreation Center/The Wharf/Health Center (Powell Wellness Center)
- v. Goal

Long Term Goals (10+ years):

- q. Goal
- r. Goal
- s. Goal

Dreams/Fantasy/Utopian Goals:

- i.

Action Items:

- a. Encourage physical outdoor activity
- b. Encourage YMCA style facility in the Town
- c. Install a "hard" track around Town
- d. More basketball courts at Veterans Park
- e. Pool in Town – Belleview Ave Park
- f. Pickleball Courts

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Other Possible Themes:

- g. Implementation
- h. Mobility
- i. Revitalization Areas/Urban Development Areas

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Goals and action items which cross over between Themes:

Sidewalks

Broadband

Fiber to cell towers

Advanced technologies/fiber broadband

Create appendices which are continually update

Smart Cities/Smart Towns

Encourage design/technological innovation

Maintain and improve all Town buildings – Admin/Police/Storage

Clean up enforcement – Make the Town look nice!

How can we utilize Community Service hours to help the Town? Students at the High School?

Keep the health system we currently have and build on it

ADA Accessibility

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Appendices:

1. Town of Orange Parks Plan
2. Downtown Strategic Vision, July 2021 – Created by Downtown Strategies
3. Downtown Development Planning Service 2016 – Created by Barman Development Strategies

When is the right time to get started? Who are the right people to lead this effort? What obstacles will they face? And how can we help them succeed?



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**Town of Orange, VA
Parklet Requirements**

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Overview

Parklets are an extension of the sidewalk into the parking lane to be used for open space, public seating, or extra space associated with a business, such as a restaurant or a retail establishment. Parklets are permitted encroachments within the public right of way, subject to compliance with these Parklet Requirements approved by the Town Council, Public Works and Community Development. Parklets shall not be installed/set up prior to receiving a Right of Way – Parklet Permit from Community Development.

Parklets are typically 20 to 30 feet long and 6 feet wide, and in no case shall a parklet extend into a vehicular or bicycle travel lane, or into a designated emergency vehicle easement.

Parklets may be used for a private commercial use, both restaurants and retail. Commercial parklets must be in operation during all hours that the associated business is in operation, however, retailers have the option to remove merchandise from the parklet during inclement weather. Otherwise, parklets shall be considered public spaces and open to the public at all times. The different types of permitted parklets are defined in the following section.

Parklets shall be permitted through the process established in these requirements and may be approved for up to one year. Permits may be renewed, subject to continued compliance with the Parklet Requirements and payment of permit fees.

Specific parklet requirements may apply on streets in different areas of Town. How do we determine where parklets will be allowed?

The Town Council has reviewed these requirements and approved them on {insert date}. Town staff will review these requirements at least once every two years, and report back on the program to the Council. Any changes to these requirements will be considered at a public hearing before the Council.

These requirements have also been coordinated with internal Town departments including Police, Planning and Zoning, and Public Works as well as Orange Volunteer Fire Company and Orange County Building Services to ensure coordination and compliance with relevant codes and requirements.

Types of Parklets

Parklets can be public (open to the public at all times) or commercial (used for a private business). The Town of Orange is currently reviewing three kinds of parklets:

Annual Commercial Parklet

- Can be in place permanently but must be removed as needed
- Annual cost relative to parklet length and location
- Anything that the business is permitted to sell can be sold in the parklet
- Must meet the Parklet Requirements

Short-Term Commercial Parklet

- Cannot be in place for longer than 6 days
- Annual cost is \$100 plus \$30-40 daily per occupied parking space
- Anything that the business is permitted to sell can be sold in the parklet
- Does not require a full build-out of a platform

Annual Public Parklet

- Can be in place permanently but must be removed as needed
- Annual cost relative to parklet length but more affordable than a commercial parklet
- Nothing can be sold in the parklet
- Must advertise it as open to the public at all times
- Must meet the Parklet Requirements

Parklet Locations

Parklets are NOT permitted:

- Within 20 feet of an intersection, unless specific factors related to the surrounding location and design justify approval by the director of T&ES
- Within 10 feet of a curb cut to a driveway, parking lot/garage, or alley
- Within 20 feet of a storm inlet (also known as a storm drain)
- On street curves or hills where horizontal or vertical sight distance is an issue
- Within 5 feet of a fire hydrant
- To obstruct or cover up access to underground public infrastructure or utility, such as a manhole, with a platform or planter
- On a street with posted street sweeping restrictions
- On streets with a speed limit of more than 25 mph or with high vehicular traffic volumes (e.g., Patrick and Henry Streets)
- To replace a loading zone, handicap parking, or otherwise designated curbspace

Parklets located on streets on the Town's Revenue Sharing Paving list within the upcoming year will be conditionally approved with a requirement that the parklet host must remove the parklet within 30 days of notice by the Town. The Town reserves the right to require removal with a shorter notice if emergency conditions warrant removal.

Parklet Hosts *may* operate a parklet that is on the Town's sidewalk improvement plan within the upcoming year, with the understanding that the parklet may be required to close for a short period during sidewalk improvements. In some cases, the parklet may need to be removed completely, and then can be reinstalled. Town staff can provide more information on a case-by-case basis.

Each parklet location will be reviewed for potential impacts to fire access. Specific locations may not be approved or design adjustments may be required if the Town determines the parklet will obstruct the required turning radius for emergency vehicles and access to FDCs.

Design Requirements

Parklets must meet the following design requirements. Exceptions for parklets and short-term parklets are noted in italics.

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PLATFORM

Platform Surface: All annual parklets are required to be situated atop a platform placed on the street.

- The top of the parklet platform must be flush with the curb to provide seamless connection with no more than a 0.5-inch gap.
- Conform to Accessible and Usable Building and Facilities (ICC/ANSI A117.1) and Virginia Construction Code.
- *Short-term Parklets are not required to have a platform.*

Parklet Width: Parklets shall not exceed 6 feet total in width (extending from the curb) to accommodate a buffer between the parklet and the travel lane.

- The Parklet Host may request a written exemption from Town staff for a wider parklet on blocks without mass transit, with lower traffic volumes and speeds, or wider travel lanes.

Barrier: Provide a continuous 3- to 4-foot-high railing/barrier (measured from the top of the platform) along all sides of the parklet except the side facing the sidewalk. This may include freestanding planters, freestanding railings, or other freestanding barricades.

- Barriers must be at least 50% “open” per the Planning & Zoning Department’s outdoor dining requirements—please refer to the Town of Orange’s [Outdoor Dining Design Guidelines \(Appendix A\)](#) for additional barrier design requirements.
- Heavy barrier elements such as planters shall not be situated in the direct path from the street to the main door/egress.
- The barrier may not be within the buffer—nor less than two feet from the curb if the barrier is placed on the street as opposed to the platform—and may not extend into an emergency vehicle easement.
- The Town reserves the right to require additional barriers if determined necessary for specific locations.
- Barriers **must be freestanding and easily removable by one person without tools.**

Drainage: A minimum of 6 inches of vertical clearance between the pavement and the bottom of the parklet surface shall be provided for a minimum of 1 foot from the curb along the entire length of the parklet.

- The Parklet Host may request a written exemption from Town staff for these specific requirements if warranted due to curb and/or roadway conditions.
- *Short-term temporary parklets that do not construct a platform and are set up on existing pavement must ensure any barriers or furnishings are outside of the gutter pan to allow water and debris to flow freely.*

Materials: The parklet platform shall be assembled with sustainable and durable weatherproof materials and contain walking/rolling surfaces that are firm, stable, and slip-resistant.

Removal: Parklets must be disassembled within 24 hours in the case of an emergency request by the Town or a utility company. Removal of the parklet is the responsibility of the Parklet Host, as is the disposal or storage of the parklet once removed.

Freestanding: Parklet platforms must be entirely freestanding.

- Dining furniture, planters, and barriers are prohibited from being fixed to the parklet platform.

- Parklet platforms are prohibited from being fixed to public infrastructure, such as the curb/sidewalk or the street.
- It is prohibited to make alterations to public property without the appropriate Town-issued permit.

SAFETY

Buffers between Parklets and Parking/Loading spaces: Parklets must maintain a 4-foot buffer between the parklet barrier and any other parking/loading spaces.

- Any 4-foot buffers must be counted toward the total length of the parklet which will increase the cost of the annual parklet permit fee accordingly.
- A 4-foot buffer is not required wherever parking/loading is prohibited nor between abutting parklets.
- Parklet Hosts will not be charged additional for any Fire Department-mandated egress zones (e.g., between two parklets).

Visibility: Parklet should have vertical elements that make them visible to traffic. 4-inch-wide orange and white retroreflective stripes shall be mounted to the outside of the railing/barrier facing oncoming traffic. The parklet should not greatly obstruct visibility between the sidewalk and the roadway.

Emergency Access: Parklet furniture must be arranged to allow for a clear path from the street to any fire department connections (FDCs) located on the façade of the building. Heavy parklet furnishings such as umbrella bases and planters shall not be situated in the direct path between the street and any main door/egress point. The design of the parklet shall ensure a minimum 5-foot-wide continuous and unobstructed path on the sidewalk is maintained.

FURNITURE

Tables and Chairs: For commercial parklets, refer to the Town of Orange's [Outdoor Dining Design Guidelines](#) for permissible tables and chairs.

- The tables and chairs shall be made of sustainable and durable weatherproof materials. These materials must comply with specific design standards established in the Town of Orange's [Outdoor Dining Design Guidelines](#).

- Per Section 603.6 of the Virginia Existing Building Code (VEBC), restaurants may not add outdoor seats in excess of 20% of the total indoor occupant load without providing additional lavatories.
- Tables and chairs must remain set up (i.e., not stacked) or brought indoors when the parklet is not in operation. Tables and chairs can be locked to one another or other objects if remaining set up in the parklet when not in use.

Landscaping: Parklet Hosts should consider how plants will do in specific locations and weather conditions. Watering and maintenance of any landscape are the responsibilities of the host. Landscape container or planter design and size are subject to design standards established in the Town of Orange's [Outdoor Dining Design Guidelines](#) and cannot be bolted to the parklet platform or street/sidewalk. Landscaping design shall not create a continuous barrier that causes an obstruction to Fire Company access.

Lighting: Parklets shall only have low-impact lighting that is either battery- or solar-operated.

- Extension cords are not permitted anywhere in/on the parklet, and electrical work in the public right of way shall not be permitted.
- Electricity may not be drawn from the public streetlights.
- Lighting affixed to poles higher than the 4-foot-high railing/barrier may require additional review.

Signage: For commercial parklets, no signage or branding is permitted.

- *For public parklets, signage must be installed in the parklet indicating it is open to the public and signage may state that the parklet is sponsored by the Parklet Host.*

Freestanding: All furnishings must be entirely freestanding.

- Dining furniture, planters, and barriers are prohibited from being fixed to one another or the parklet platform.
- Dining furniture, planters, and barriers are prohibited from being fixed to public infrastructure—such as the curb/sidewalk or the street—or trees.
- It is prohibited to make alterations to public property without the appropriate Town-issued permit.

WEATHER PROTECTION

Fuel-fired Heaters: This item requires a Fire Prevention Permit issued by the Fire Department prior to use. This item is subject to a building permit review and fire prevention permit review by the Orange County Building Services Department and Fire Department prior to installation.

Overhead Coverings: No overhead coverings, including tents (permanent or temporary), are permitted in/on the parklet except for umbrellas, subject to design standards established in the

Town of Orange's [Outdoor Dining Design Guidelines](#).

- Umbrellas must be cranked down and secured with a bungee cord at close of business every day and in anticipation of storms/high winds.
- Umbrella bases shall not be situated in the direct path between the street and any FDCs or main doors/egress points.
- No umbrella canopy or any other parklet furnishings shall extend outside of the designated parklet area, including into the street or five-foot-wide clear path on the sidewalk.

Maintenance Requirements

Parklet Hosts are required to sign a Maintenance Agreement (Appendix B) with the Town that outlines maintenance responsibilities. Violations of this requirement will result in the termination of a parklet permit and removal by the host will be required.

Parklet subsurface and surface elements shall be kept clean and in a state of good repair at all times. This includes, but is not limited to, the following:

- Sweep the parklet surface and the area surrounding the parklet
- Water and maintain the parklet's vegetation
- Clean the parklet platform, seating, and other parklet elements
- Remove any debris, litter, grime, or graffiti from the parklet surface and around the parklet
- Clean out the gutter area prior to and after storms to ensure gutters are unobstructed
- Replace any failing parklet elements or components
- Provide pest control as necessary

Drainage function of the gutter pan area (the two feet of roadway along the curb) shall be maintained at all times.

Leaf removal and snow removal in and surrounding the parklet, including the sidewalk, is the responsibility of the parklet host.

The Town is not responsible for any damage to the parklet resulting from storm recovery or snow removal operations.

Parklets may be subject to temporary removal for Town purposes including, but not limited to, streetscape or other public improvements in the area, public utility repair and replacement, and public safety reasons. The temporary removal will be at the Parklet Host's expense. Except in emergency situations, the Town will provide 30 days of notice to remove the parklet. Emergency access may be required with shorter notice depending upon specific circumstances.

Upon permanent removal of the parklet, either at the Town's direction or expiration of the parklet permit, the Parklet Host shall restore the area to its original condition, or a condition approved by the Town.

Insurance Requirements

The Parklet Host shall be required to maintain, in force, insurance as described below and approved by the Town for the duration of the Permit, which limits may be satisfied (in whole or in part) with an excess/umbrella policy. Proof of acceptable insurance shall be required prior to approval of a permit. The Parklet Host shall provide a complete copy of any policy including any endorsements and related documents via PDF, if requested. The Parklet Host's Insurance Coverage shall:

- Be an occurrence-based policy
- Be primary and non-contributory for any claims related to this Permit
 - Claims Made policies are not acceptable
- Be acceptable to the Town and placed with companies that have an A.M. Best minimum Rating of A, Class VII or better
 - Insurers must also be authorized to do business under the laws of the Commonwealth of Virginia
- Not be changed or canceled unless the insured and the Town is notified in writing at least 30 days prior
 - The Town shall have the right, but not the obligation, to remove the parklet at the Permittee's expense and/or to purchase such insurance at the Permittee's expense

The required minimum limits may be met by any combination of primary and excess or umbrella policies as follows:

- Commercial General Liability Insurance
 - Coverage with limits no less than:
 - \$2,000,000.00 Annual Aggregate
 - \$1,000,000.00 per Occurrence
 - \$1,000,000.00 Products and Completed Operations
 - \$1,000,000.00 Personal and Advertising Injury
 - The Certificate of Insurance should explicitly state that the "The Town of Orange, VA is an additional insured with respect to general liability."
- Automobile Liability
 - Comprehensive automobile liability insurance in the amount of no less than \$1,000,000 per accident for each owned, non-owned, and hired vehicle that is used in any way to complete the Work¹, as required under the laws of the Commonwealth of Virginia, whether the vehicle is registered in Virginia or not.
- Workers' Compensation and Employer's Liability
 - If the business employs at least three employees, Statutory Limits of Workers' Compensation Insurance is required under the laws of the Commonwealth of Virginia, and Employer's Liability Insurance with limits of at least \$1,000,000 per accident for Bodily Injury by Accident and Bodily Injury by Disease.

¹ Any task conducted for the benefit of the business while operating the vehicle.

Required Documents for Permit Application

For examples of how each of these documents should be completed prior to being submitted, please see our **Need to find Examples** with sample photos and images [here](#).

- Site Plan
 - Shows the location of the parklet from an aerial point of view
 - Provides a plan showing the parklet area. All drawings must be to-scale and must include the following:
 - Business name and address
 - The extent of your building frontage and immediately adjacent businesses (property lines must be shown)
 - Location of any Fire Department Connections (FDC) on building face/façade
 - Sidewalk width (building face to curb edge)
 - Sidewalk elements (i.e., tree wells, lamp posts, fire hydrants, signs, parking meters, light poles, trash receptacles, and any other streetscape element)
 - Relevant measurements (parklet length and width)
 - Proposed configuration/locations of any tables, chairs, planters, and/or umbrellas
 - Location of barriers
 - Location of designated handicapped accessible seating area (for restaurants only)
- Design Plan (different for parklet and on-sidewalk spaces)
 - Shows the design of the parklet—and the materials it will be constructed with—from a pedestrian's point of view and includes:
 - Relevant measurements (parklet height; curb height; barrier and/or planter height, length, and width)
 - Photos (or manufacturer's specification sheets) and dimensions of any proposed furniture, including tables, umbrellas, chairs, planters, barriers, rope
- Proof of Outreach and Notice
 - Letter(s) of Support
 - If any part of the parklet (including the required buffer) is located in front of any properties not occupied by the Parklet Host, Letters of Support from the businesses, residents, and/or property owners of said properties are required.
 - If the Parklet Host is not the owner of the building that the parklet is in front of, the property owner must provide a Letter of Support for the parklet. If the Parklet Host owns the property, indicate so in the application.
 - For a Letter of Support template to use (Appendix C)
 - Public Notice

- Fill out the Parklet Notice template (Appendix D) and submit to the following stakeholders:
 - The presiding neighborhood organization (contact list provided online or ask Max Devilliers)
 - All businesses and residents on the block where the parklet is located
- Certificate of Insurance
 - For an example of a valid Certificate of Insurance for operating a parklet see (Appendix E).
- Maintenance Agreement
 - Fill out the Maintenance Agreement (Appendix B).
- Commercial Use Details (Supplemental Application)
 - NOTE: Only applicable for commercial parklets
 - Fill out this Supplemental Application (Appendix F).

Application Process

Step 1: Pre-Submittal Meeting

- Contact John G Cooley (townplanner@townoforangeva.org) in Community Development to discuss the proposed location and design concept.

Step 2: Outreach

- Required approvals:
 - If the Parklet Host is not the owner of the building that the parklet is in front of, the property owner must provide a Letter of Support for the parklet. If the Parklet Host owns the property, indicate so in the application.
 - If any part of the parklet is located in front of any properties not occupied by the Parklet Host, Letters of Support from the businesses, residents, and/or property owners of said properties are required.
 - If the Parklet Host can prove that they made a written request to the property owner and/or occupant of a property to be fronted by the parklet and the owner/occupant did not respond within 10 business days, the City will consider this requirement satisfied
 - If a property fronted by the parklet is vacated and the subsequent property owner/occupant opposes the parklet, the parklet shall not be shortened/removed until the following renewal period (i.e., October 1)
- Notification:
 - The parklet host must provide notice to all businesses, neighborhood organizations, and residents on the block where they are applying to host a parklet.
 - Parklet Hosts must provide the Town with a list of the addresses notified and an example notice (Town to provide notice template).
- Town Notice:
 - The Town will post a sign for 14 days at the proposed parklet location indicating a parklet is under consideration and inviting public comment. Notice will also be provided online and through the Town's website.
 - If no concerns are received, the parklet will be approved administratively by staff, subject to these Parklet Requirements.
 - If concerns are received, the Town will coordinate with the Parklet Host to address issues, and may require review by the Town Council.
 - If a parklet is proposed to be located on a blockface where one or more parklets already occupy a total of at least 80 feet of curbspace length, the application will be reviewed by the Town Council at a regular monthly meeting.

Step 3: Submit Documents

- An application for a parklet shall be submitted to the Community Development office and must include all of the Required Documents listed on Pages 12-13:
 - Site Plan
 - Design Plan
 - Proof of Outreach and Notice
 - Certificate of Insurance
 - Maintenance Agreement
 - Commercial Use Details (Supplemental Application)

NOTE: Reviewing departments will include specific conditions of approval for the permit. The application will be reviewed by the following departments:

- Community Development
- Public Works
- Police Department
- Orange Volunteer Fire Company
- Orange County Building Services

Step 4: Approval and Installation

- After all reviewing departments have approved the application, all fees have been paid, and the maintenance agreement is signed by all parties, the Community Development Office will issue the permit
- Once the Parklet Host installs the parklet, the Parklet Host must call the Town for an inspection.
 - Community Development/Public Works/Orange County Building Services will inspect the parklet to ensure it is consistent with the location approved in the permit and that appropriate buffers and safety features (wheel stops, reflectors, etc.) are installed.
 - The Fire Department shall inspect the parklet to ensure it does not impede egress from buildings and there is adequate fire access to all hydrants and FDCs.

Step 5: Annual Renewal

- The Town will send a reminder about permit renewals 30 days prior to the permit expiring. The reminder will note that, if the permit is not renewed, the parklet must be removed by the date the permit expires.
- Permits will be approved through September 30th and can be renewed annually. If there are no changes to the design and location, the permit will be renewed upon payment of fees and submission of updated documents (insurance, maintenance agreement, letters of support, etc.).
 - Note: Locations will be reviewed for potential impact from proposed paving in the next year and will be conditioned accordingly if the parklet will need to be removed.

Permit Fees

Parklet permit fees were approved by the Town Council on {TBD}, to be effective starting {TBD}. The final resolution on parklet permit fees can be found in Appendix G

Permit fees for parklets shall be based on the length of curbspace that the parklet occupies, including the required buffer area, and will be assessed as follows:

- Annual parklets that are open to the public at all times: \$15 per linear foot
- Annual parklets in which a commercial business operates:
 - All areas: \$100 per linear foot
- Short-term (i.e., in place for less than 7 days) parklets in which a commercial business operates:
 - Annual review of plans and location: \$100
 - Temporary Reserved Parking signage: \$30 per day per parking space (i.e., 20 feet in length);