

TOWN OF ORANGE



COUNCIL MEETING PACKAGE

MONDAY, JULY 17, 2023

7:00 P.M.



**Meeting Agenda
Monday, July 17, 2023
Town of Orange Community Meeting Room**

7:00 p.m.

- 1. Call to order by the Mayor.**
- 2. Pledge of Allegiance.**
- 3. Roll Call – Town Council:**

Mayor Martha B. Roby
Vice-Mayor Frederick W. Sherman, Jr.
Councilmember Jason R. Cashell

Councilmember Jeremiah V. Pent
Councilmember Donna Waugh-Robinson

- 4. Adoption of Agenda**
- 5. Public Comment - Town Council receives public input on issues concerning our citizens. Citizens are encouraged to sign-up prior to the meeting beginning and turn in slip to the Town Clerk.**
- 6. Consideration of Town Council Meeting Minutes of June 20, 2023.**
- 7. Reports**

[A] Finance Report – Director of Finance.
- 8. Unfinished Business:**

[A] Continued discussion of Parklets on Main Street.
- 9. New Business:**

[A] Consideration of re-appointment of Steve Sylvia to the Town's Industrial Development Authority with a term to expire August 1, 2027.
- 10. Adjournment.**

MINUTES

Town Council Meeting Minutes
June 20, 2023
Page One

The Orange Town Council held a regular meeting at 7 p.m. in the Town's Community Meeting Room. Town Council Members present were: Mayor Martha B. Roby, Vice-Mayor Frederick W. Sherman, Jr., and Councilmembers Jason R. Cashell, Jeremiah V. Pent, and Donna Waugh-Robinson. Staff members present were: Town Manager Gregory S. Woods, Deputy Town Clerk Kimberly Strawser, CMC/CZA, Town Attorney Catherine Lea, Director of Finance Dianna Gomez, and Lieutenant Rebecca Tidwell. Town Clerk Wendy J. Chewning, MMC was absent.

CALL TO ORDER

The Mayor called the meeting to order at 7 p.m. The Deputy Town Clerk called roll and noted that there was a quorum present.

ADOPTION OF AGENDA

The Town Manager requested to add 9C under New Business, the consideration of Ordinance (ORD2023-03) allowing for prosecution of traffic offenses. The Town Manager stated that this ordinance is adopted annually. Mayor Roby requested to add 8D under Unfinished Business, an update on a plan to allow businesses to utilize public parking for commercial activity. Motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Sherman, to adopt the agenda, as amended. On vote, Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

PUBLIC COMMENT

There was no public comment.

TOWN COUNCIL CONSIDERED TOWN COUNCIL MEETING MINUTES OF MAY 15, 2023

Vice-Mayor Sherman requested clarification on page seven, regarding discussion on public parking. Vice-Mayor Sherman stated that it sounded like Council made the decision to allow businesses to utilize public parking. The Town Manager stated that was not the case yet. The Town Manager suggested adding the wording "that may or may not" to the minutes. Vice-Mayor Sherman agreed to the wording, to amend the minutes to say, "after lengthy discussion, it was consensus of Town Council to authorize staff to come up with a plan that may or may not allow businesses to utilize public parking for commercial activity..." Motion was made by Vice-Mayor Sherman, seconded by Councilmember Pent, to adopt the minutes of May 15, 2023, as amended. On vote: Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

Town Council Meeting Minutes
June 20, 2023
Page Two

REPORTS

APPEARANCE BY REBECCA WAREHAM FROM THE RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION – REPORT ON HOMELESSNESS

Rebecca Wareham appeared before Council and gave a presentation regarding homelessness in and around Orange.

FINANCE REPORT

The Director of Finance reported for the month of May and that the General Fund Tax revenues included the following significant YTD favorable variances to budget: \$225,000 for Meals Tax, \$55,000 for Personal Property tax, and \$110,000 for Local Sales tax. The Director of Finance reported further that we had collected \$58,000 in delinquent Real Estate taxes; there was \$5K remaining which included an account in bankruptcy of \$2K and three accounts scheduled for public auction of \$1K. The Director of Finance stated that we had collected \$168,000 in Personal Property tax delinquencies.

The Director of Finance reported that in addition to the favorable tax revenue variances, interest income was \$207,000 favorable to budget due to rate increases and the ARPA Fund deposits.

The Director of Finance reported that Water Sales Revenue through May was \$1.4 million, and revenue was projected to be \$402K below budget for the year due to the removal of the VDH Grant of \$400K from the projection. The Director of Finance reported that the Town was being reconsidered for the VDH Grant.

The Director of Finance reported that Sewer Sales Revenue through May was \$1.9 million and revenue was projected to be \$123K unfavorable for the year due to the reduction of sewer availability fees in the forecast.

The Director of Finance reported that payments for May were \$735,000, \$325,000 was paid to Virginia Resource Authority for the debt of the 2004 Wastewater Treatment Plant upgrade. The Director of Finance reported further that the town is now below \$10 million in total debt. The Director of Finance stated that there was \$14,000 of repairs done at Robertson Fountain and was billed to ODA.

The Director of Finance reported that expenditures from the \$2.6 million of the ARPA funds to date were \$731,000 to include \$400,996.21 for the Standpipe engineering, \$98,758.00 for Liquid Feed System at the water treatment plant and \$231,000 for the Scada System.

Town Council Meeting Minutes
June 20, 2023
Page Three

The Town Manager reported that the Liquid Feed System would be going back out for bid and the Scada System was complete. The Director of Finance reported that the second round of funding was received but no disbursements were made yet.

MISCELLANEOUS REPORTS

Councilmember Waugh-Robinson stated that at ODA's last meeting they gave an update of the brunch that was held. Councilmember Waugh-Robinson reported that Farmers Market is moving forward and was successful. Councilmember Waugh-Robertson stated that the Farmers Market was still looking for more food vendors. Councilmember Waugh-Robinson stated further that ODA was still working on their Borad of Directors.

The Farmers Market Manager, Tiffany Conway appeared before Council to report that 5 Ryders Farm had been added to the Farmers Market. Ms. Conway reported that there are now three produce vendors at the Market. Ms. Conway stated that they were not accepting anymore craft vendors at this time.

Councilmember Cashell reported he met with Tim of Orange County Parks and Recreation and discussed a town/county partnership for a park at the Gardener Property. Councilmember Cashell reported further he will put together a full report to present to Council.

Mayor Roby reported that the Planning Commission was still working on the Comprehensive Plan.

UNFINISHED BUSINESS

TOWN COUNCIL CONSIDERED THE CONTRACT APPROVALS FOR RAPIDAN SERVICE AUTHORITY (RSA) AND ORANGE DOWNTOWN ALLIANCE (ODA)

The Town Manager stated that there were two contracts for approval. The Town Manager requested authorization for the execution of these contracts.

The Town Manager stated that the first contract for renewal was for RSA. The Town Manager reported that RSA obtained approval from their board. The Town Manager stated that the primary changes from the previous contract were:

- a. Reduction from 1.1 MGD to 500 KGD to be provided
- b. Increased the administrative fee to 18% from 15%
- c. Increased the profit markup to 10% from 5%
- d. The new term is 15 years with a 5 – year renewal

Town Council Meeting Minutes
June 20, 2023
Page Four

- e. The contract provides for supplying water to the Rt 20 customers (airport area) of RSA
- f. A charge of \$1.25 anything over 500,000 gallons

After discussion, the motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Sherman, to move that Town Council approve the contract with Rapidan Service Authority and authorize the Mayor to execute as presented. On vote: Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

The Town Manager stated that the second contract for renewal was for the ODA contract. The Town Manager reported that ODA had already executed the contract. The Town Manager stated the specifics of the contract were basically the same as last year.

- i. Same criteria for increasing volunteerism and sponsorship
- ii. ODA to have 2 events – Halloween and the Holiday Village
- iii. ODA to have other events as they wish
- iv. One year term
- v. Provides 10K for the preapproved cash required grant matching

After lengthy discussion it was consensus of Council to add on page 2 of the contract to strike “quarterly” and strike “Town Council” and add “Town Manager”. Motion was made by Councilmember Waugh-Robinson, seconded by Councilmember Pent, to move that Town Council approve the contract with Orange Downtown Alliance and authorize the Mayor to execute. On vote: Mayor Roby – aye, Vice-Mayor Sherman – nay, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

TOWN COUNCIL CONSIDERED RESOLUTION (RES2023-05), AS PRESENTED, AUTHORIZING THE MAYOR TO SIGN A QUIT CLAIM DEED CONVEYING PROPERTY TO ORANGE COUNTY PUBLIC SCHOOLS

The Town Attorney reported that a tract of approximately 30 acres was deeded to the Town for use as a public park and named John Porterfield Park. The Town Attorney reported further that in 1945 portions of the property were deeded by the Town to the School Board for the construction of Orange Elementary School. The Town Attorney stated that in 1966 additional land was deeded for expansion of the school facilities and sports fields for use by the schools. The Town Attorney reported that in 1999 a further transfer and agreement was entered into between the Town and the School Board ensuring ongoing use of the property for public use and for educational/recreational purposes. The Town Attorney stated that the Town and the School Board had determined to adjust the boundary lines between the park and the school board to reflect the actual usage.

After discussion, the motion was made by Councilmember Pent, seconded by Vice-Mayor Sherman, to move that Town Council adopt Resolution (RES2023-05), as presented, and authorized the Mayor to execute the Quit Claim Deed conveying property to Orange County

Town Council Meeting Minutes
June 20, 2023
Page Five

Public Schools. On vote: Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

TOWN COUCIL CONTINUED DISCUSSION OF A DATE FOR THE TOWN COUNCIL RETREAT

The Town Manager stated that staff recommended holding the retreat meeting from 4p.m. to 8 p.m. on Monday, August 7th which is a regular scheduled Work Session meeting day.

After discussion, a motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Sherman, to move that Town Council hold a Council Retreat Meeting on Monday, October 2nd from 4 p.m. to 8 p.m., at a location to be determined. On vote: Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

UPDATE FROM MAYOR REGARDING BUSINESS PARKING

Mayor Roby stated that the Director of Community Development was still researching and hope to have an update at the next meeting.

NEW BUSINESS

TOWN COUNCIL CONSIDERED ORDINANCE (ORD2023-02) REPEALING AND REENACTING CHAPTER 66 (TAXATION), ARTICLE IV (HOTEL, ROOM AND SPACE RENTAL TAX) OF THE TOWN OF ORANGE TOWN CODE

The Town Attorney stated that upon request from the Director of Finance to research and review the Town's Transient Occupancy Tax Ordinance. The Town Attorney reported that the General Assembly amended VA Code Section 58.1-3819 and 3826 to provide that Transient Occupancy Tax can be collected on the gross proceeds and shall be computed on the basis of the total charges or the total price paid for the use of the room. The Town Attorney stated that the DRAFT ordinance included in the package uses terms adopted throughout the Commonwealth and using the language and authority of the recently adopted legislation to work toward that goal.

After discussion, motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Sherman, to move that Town Council adopt Ordinance (ORD2023-02), as presented, Repealing and Reenacting Chapter 66 (Taxation), Article IV, (Hotel, Room and Space Rental Tax) of the Town of Orange Town Code. On vote: Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

Town Council Meeting Minutes
June 20, 2023
Page Six

TOWN COUNCIL CONSIDERED CANCELLATION OF THE MONDAY, JULY 3RD WORK SESSION MEETING BECAUSE TOWN COUNCIL NORMALLY ONLY HOLDS ONE MEETING IN JULY AND DECEMBER

The Town Manager requested that Town Council cancel the Monday, July 3rd Work Session meeting because Town Council normally only holds one meeting in July and December.

Motion was made by Councilmember Pent, seconded by Councilmember Waugh-Robinson, to move that Town Council cancel the Monday, July 3rd Town Council Work Session meeting because there was normally only one meeting held in July which was the regular meeting. On vote: Mayor Roby –aye, Vice-Mayor Sherman – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

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TOWN COUNCIL CONSIDERED ORDINANCE (ORD2023-03) ALLOWING FOR PROSECUTION OF TRAFFIC OFFENSES

The Town Manager stated that this ordinance was adopted annually and was given to the Commonwealth Attorney to allow for the prosecution of traffic offenses.

Motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Sherman, to move that Town Council adopt Ordinance (ORD2023-03) allowing for the prosecution of traffic offenses. On vote: Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

With no further business the meeting adjourned at 9:04 p.m.

Kimberly Strawser, CMC/CZA
Deputy Town Clerk

Martha B. Roby, Mayor

REPORTS

FINANCE REPORT



Town of Orange
Director of Finance's Office

119 Belleview Avenue, Orange Virginia 22960 - 1401
Phone: (540) 672-1020 Fax: (540) 672-2821
Email - directoroffinance@townoforangeva.org

MEMORANDUM

TO: Mayor and Council Members
FROM: Dianna Gomez, Director of Finance
DATE: July 6, 2023
SUBJECT: Summary Financial Report – June 2023

The following is a summary report of the financial condition of the Town as of June 30, 2023, the twelfth period of FY 2023 budget as approved and amended. This report covers 100% of the current fiscal year. Please review the attached schedules for specific category results.

General Fund

General Fund revenues were \$6,628,233 or 93.24% of the FY 2023 annual budget. Referring to our annual projections spreadsheet (attached) the revenue position for the General Fund (**excluding reserve usage**) is \$658,365 higher than the budget. This includes a \$250,000 lump sum rent payment from TowerCom. It also reflects a \$647,880 reduction of the VDOT paving reimbursement because the Town did not spend the money this year.

Tax revenue for the month was \$479,254 of which 33% was derived from Meals Tax and 47% came from Real Estate Taxes.

Year to date Tax revenue was \$428,830 higher than budget. This was driven by Local Sales Tax (\$117,341), Meals Tax (\$247,864) and Personal Property Tax (\$53,823).

Year to date State Highway Maintenance Fund Income was \$171,533 higher than budget and Year to date Interest Income was \$210,250 favorable to budget due to rate increases and ARPA deposits.

Year to date General Fund expenditures were \$5,481,710 or 77.11% of the amount budgeted for FY 2023. Expenditures are in line for this period.

Water Fund

Water Fund revenues were \$4,198,364 or 57.59% of the annual budget. Included in the water revenues are ARPA funds of \$2,643,592. We did not receive the VDH Grant of \$400,000 this year, but we are currently reviewing a \$2.7 million Funding agreement from them starting next year.

"A Main Street Community"
&
"A Designated Enterprise Zone"

Year to date water fund expenditures of \$1,891,836 were 25.95% of the annual budget. Chemical pricing has increased. Equipment repair and electric are trending higher than budget. Other expenditures were in line for this period.

Waste Water Fund

Sewer Fund Revenues were \$2,257,992 or 114.72% of the annual budget. Sewer revenue was impacted by lower than expected availability fees from the Seasons at Round Hill Meadows housing development.

Year to date Sewer Fund expenditures of \$2,227,167 were at 113.15% of the annual budget. Chemicals, fuel, equipment repair and electric are trending higher than budget. A significant principal payment to Virginia Resource Authority (\$325,152) was made in both November and May for the financing of the WTP upgrade in 2004. Other costs are in line for this period.

Cash Balances

The combined cash balance for the Town's Funds was \$9,940,292 with \$5,260,411 reserved for projects or dedicated to specific uses. The cash balance includes \$1,500,000 on deposit with the Virginia Investment Pool Trust Fund. Significant payments occurred in July and January for the US Bank loan and November and May for the Virginia Resource Authority loan.

Debt Balances

A summary of the Town's Debt as of June 30, 2023 is included with this report. The summary includes the significant debt payments.

**Town of Orange
Revenue Accounts
Month of June 2023**

Description	FY-2023 Budget	Actual Revenues			Projected		FY-2023 Variance to Budget
		Previous Months	Current Month	FY-2023 Year-To-Date	Remaining Months	FY-2023 Revenues	
General Fund							
Taxes							
Real Estate	635,000	429,762	226,482	656,244	-	656,244	21,244
Personal Property	185,000	235,793	3,030	238,823	-	238,823	53,823
Public Service Corp.	31,000	24,015	-	24,015	-	24,015	(6,985)
Delinquent	-	-	-	-	-	-	-
Cigarette	90,000	55,800	12,600	68,400	-	68,400	(21,600)
Bank Franchise	165,000	146,162	-	146,162	-	146,162	(18,838)
Utility Consumer	231,600	217,395	18,266	235,661	-	235,661	4,061
Electric Consumption	15,000	14,540	1,070	15,610	-	15,610	610
Local Sales	300,000	385,046	32,295	417,341	-	417,341	117,341
Motor Vehicle Registration Fees	88,000	119,199	3,271	122,470	-	122,470	34,470
Business & Prof. License	200	5,656	100	5,756	-	5,756	5,556
Meals	1,400,000	1,488,349	159,515	1,647,864	-	1,647,864	247,864
Transient/Occupancy	140,000	130,439	12,531	142,970	-	142,970	2,970
Communications	135,000	113,220	10,095	123,316	-	123,316	(11,685)
Sub-Total Taxes	3,415,800	3,365,376	479,254	3,844,630	-	3,844,630	428,830
Licenses & Permits							
Licenses & Permits	100	375	-	375	-	375	275
Sub-Total Licenses	100	375	-	375	-	375	275
Fines & Forfeitures							
Court Fines	80,000	79,722	10,900	90,622	-	90,622	10,622
Sub-Total Fines	80,000	79,722	10,900	90,622	-	90,622	10,622
Intergovernmental - State							
Skills Games Fee	3,456	-	-	-	-	-	(3,456)
Rolling Stock	6,600	6,640	-	6,640	-	6,640	40
Motor Vehicle Rental	37,000	11,986	3,068	15,054	-	15,054	(21,946)
Mobile Home (RV) Registration	-	-	-	-	-	-	-
Law Enforcement Assistance	114,584	101,587	31,495	133,082	-	133,082	18,498
PPTR Revenue	89,615	89,615	-	89,615	-	89,615	-
State Highway Maint. Fund	984,356	844,708	311,181	1,155,889	-	1,155,889	171,533
Misc. Grants - (DMV) Law Enf. OT	2,000	4,153	7,908	12,061	-	12,061	10,061
Litter Control Grant	2,500	4,490	-	4,490	-	4,490	1,990
Fire Programs Grant	17,094	19,579	-	19,579	-	19,579	2,485
Sub-Total Intergovernmental	1,257,205	1,082,759	353,652	1,436,411	-	1,436,411	179,206
Investments/Sales of Assets							
Interest Income	1,500	188,420	23,330	211,750	-	211,750	210,250
TowerCom Capital Lease	14,688	257,491	-	257,491	-	257,491	242,803
Sale of Surplus Property	-	9,010	19,000	28,010	-	28,010	28,010
Sales of Recycled Materials	-	705	245	949	-	949	949
Sub-Total Investments/Sales of Asset	16,188	455,626	42,575	498,201	-	498,201	482,013
User Fees							
Planning & Development Fees	2,500	4,490	150	4,640	-	4,640	2,140
Transit Collections	19,512	20,280	-	20,280	-	20,280	768
Porterfield Park Shelter	1,200	2,950	200	3,150	-	3,150	1,950
Depot Community Room	240	910	-	910	-	910	670
Public Works Community Room	3,300	2,390	265	2,655	-	2,655	(645)
Trash Collection - Commercial	50,000	52,004	5,688	57,692	-	57,692	7,692
Trash Collection - Residential	106,000	98,094	10,696	108,790	-	108,790	2,790
Taylor Park	50	-	100	100	-	100	50
Sub-Total User Fees	182,802	181,117	17,099	198,217	-	198,217	15,415
Miscellaneous Revenue							
Misc. General Fund Revenue	24,400	59,171	364	59,535	-	59,535	35,135
DMV Stop Fees	500	5,785	450	6,235	-	6,235	5,735
Administrative Fee	2,004	9,723	805	10,528	-	10,528	8,524
VRTA Reimbursements - TOOT	-	53,315	4,283	57,598	-	57,598	57,598
Expenditure Refunds	20,000	95,213	32	95,245	-	95,245	75,245
Internal Charges	376,395	352,039	32,004	384,043	-	384,043	7,648
ARPA - NEU FUNDS	-	-	-	-	-	-	-
Capital Fund (Real Estate Applied)	(121,337)	-	-	-	-	-	121,337
Add'l Transfers to Capital Fund	(1,155,463)	-	-	-	-	-	1,155,463
Reserve Fund	1,076,838	-	-	-	-	-	(1,076,838)
Sub-Total Miscellaneous	223,337	575,247	37,938	613,185	-	613,185	389,848
Total General Fund	6,175,432	6,740,222	941,418	6,681,640	-	6,681,640	1,506,207

5-3

**Town of Orange
Revenue Accounts
Month of June 2023**

Description	FY-2023 Budget	Actual Revenues			Projected		FY-2023 Variance to Budget
		Previous Months	Current Month	FY-2023 Year-To-Date	Remaining Months	FY-2023 Revenues	
Capital Fund							
Byrd Street Project	-	-	-	-	-	-	-
VDOT - Paving Reimbursement	666,000	18,120	-	18,120	-	18,120	(647,880)
ISTEA Mainstreet Project	-	-	-	-	-	-	-
ISTEA Railroad Avenue	-	-	-	-	-	-	-
General Fund Capital Proceeds	121,337	-	-	-	-	-	(121,337)
Add'l Transfers from General Fund	1,145,663	-	-	-	-	-	(1,145,663)
Loan Proceeds	-	-	-	-	-	-	-
Capital Reserve Fund	-	-	-	-	-	-	-
Total Capital Fund	1,933,000	18,120	-	18,120	-	18,120	(1,914,880)
Net General Fund	7,108,432	5,758,342	941,418	6,699,760	-	6,699,760	(408,673)
Water Fund							
Investments/Sales of Assets							
Interest Income	5,000	16,345	2,040	18,385	-	18,385	13,385
Sale of Surplus Property	-	-	-	-	-	-	-
Sub-Total Investments/Asset Sales	5,000	16,345	2,040	18,385	-	18,385	13,385
Utility Revenues							
Water Sales	1,345,255	1,261,219	115,731	1,376,949	-	1,376,949	31,694
Water Availability	156,000	96,000	-	96,000	-	96,000	(60,000)
Water Reconnection Fees	20,000	20,850	2,000	22,850	-	22,850	2,850
Sub-Total Utility	1,521,255	1,378,069	117,731	1,495,799	-	1,495,799	(25,456)
Miscellaneous Revenue							
Miscellaneous Revenues	41,500	40,630	804	41,433	-	41,433	(67)
Expenditure Refunds	-	-	-	-	-	-	-
Water Fund Grant	3,043,592	2,643,643	-	2,643,643	-	2,643,643	(399,949)
Reserve Fund	2,678,810	-	-	-	-	-	(2,678,810)
Sub-Total Miscellaneous	5,763,902	2,684,273	804	2,685,076	-	2,685,076	(3,078,826)
Total Water Fund	7,290,167	4,078,686	120,575	4,199,261	-	4,199,261	(3,090,896)
Sewer Fund							
Investments/Sales of Assets							
Interest Income	-	-	-	-	-	-	-
Sub-Total Interest	-	-	-	-	-	-	-
Utility Revenues							
Sewer Sales	1,583,518	1,497,374	135,847	1,633,221	-	1,633,221	49,703
Sewer Availability	641,160	357,570	-	357,570	-	357,570	(283,590)
Sewer Sales - Sludge	60,000	71,483	11,573	83,056	-	83,056	23,056
Sub-Total Utility	2,284,678	1,926,427	147,420	2,073,847	-	2,073,847	(210,831)
Miscellaneous Revenue							
Miscellaneous Revenues	2,000	4	1	5	-	5	(1,995)
Nutrient Credit Exchange	4,500	9,335	-	9,335	-	9,335	4,835
Leachate Sales	100,000	139,605	-	139,605	-	139,605	39,605
Septic Hauling	52,000	28,613	6,587	35,201	-	35,201	(16,800)
Expenditure Refunds	-	-	-	-	-	-	-
Reserve Fund	(474,845)	-	-	-	-	-	474,845
Sub-Total Miscellaneous	(316,345)	177,557	6,588	184,145	-	184,145	500,490
Total Sewer Fund	1,968,333	2,103,984	154,008	2,257,992	-	2,257,992	289,659
Total Revenues	16,366,922	11,941,012	1,216,001	13,157,013	-	13,157,013	(3,209,909)

TOWN OF ORANGE

Fund Balances

The following numbers represent our best estimates of
unencumbered fund balances (cash) as of June 30, 2023:

	Cash Balance	Encumbered	Unencumbered Balance
General Fund	\$ 8,255,238	\$ -	\$ 8,255,238
Capital Improvement Fund	(2,393,003)	1,034,301	(3,427,304)
Water Fund	4,991,988	4,053,361	938,627
Sewer Fund	(1,092,917)	-	(1,092,917)
Water Deposit Fund	99,316	99,316	-
Taylor Park Fund	73,433	73,433	-
Grant Fund	6,237	-	6,237
Totals	<u>\$ 9,940,292</u>	<u>\$ 5,260,411</u>	<u>\$ 4,679,881</u>

Town Debt Service
As of June 30, 2023

	Original Debt	Principal @ 06/30/2022	FY - 2023 Principal & Interest			Principal Remaining
			Budgeted	Paid	Remaining	
<u>General Fund</u>						
Route 20 Expansion	\$ 1,372,000	\$ 271,600	\$ 94,250	\$ 94,250	\$ -	\$ 182,000
Public Works Center	\$ 931,000	\$ 184,300	\$ 63,955	\$ 63,955	\$ -	\$ 123,500
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service Activity	\$ 2,303,000	\$ 455,900	\$ 158,205	\$ 158,205	\$ -	\$ 305,500
<u>Water Fund</u>						
Macon Road Tank	\$ 392,000	\$ 77,600	\$ 26,928	\$ 26,928	\$ -	\$ 52,000
Raw Water Storage Basin	\$ 2,196,000	\$ 1,228,800	\$ 137,906	\$ 137,906	\$ -	\$ 1,126,000
Debt Service Activity	\$ 2,588,000	\$ 1,306,400	\$ 164,834	\$ 164,835	\$ -	\$ 1,178,000
<u>Sewer Fund</u>						
Wastewater Treatment Plant Upgrade	\$ 2,009,000	\$ 397,700	\$ 138,008	\$ 138,008	\$ -	\$ 266,500
New WWTP - Total /Cumulative Debt	\$ 15,882,032	\$ 8,779,111	\$ 650,304	\$ 650,304	\$ -	\$ 8,128,807
Debt Service Activity	\$ 17,891,032	\$ 9,176,811	\$ 788,312	\$ 788,313	\$ -	\$ 8,395,307
Total Debt Service	\$ 22,782,032	\$ 10,939,111	\$ 1,111,351	\$ 1,111,352	\$ -	\$ 9,878,807

Town of Orange
ARPA Funds
As of June 30, 2023

	<u>Funds Received</u>	<u>Funds Spent</u>	<u>Remaining Funds</u>
Standpipe -			
Engineering	342,000.00	(339,939.00)	2,061.00
Generator	61,057.00	(61,057.00)	-
Construction	1,864,914.00		1,864,914.00
Construction Contingency	466,229.00		466,229.00
Sub-Total	2,734,200.00	(400,996.00)	2,333,204.00
Standpipe -			
Reservoir	200,000.00	-	200,000.00
Pump Station	75,000.00	-	75,000.00
Reservoir Mixer	50,000.00	-	50,000.00
Macon Road Mixer	50,000.00	-	50,000.00
Water Line (NS Railroad)	150,000.00	-	150,000.00
Fiber Optics	500,000.00	-	500,000.00
Waste Water Sludge Truck	126,000.00	-	126,000.00
Wast Water Scada System	231,132.00	(231,132.00)	-
Liquid Feed System -			
Engineering	79,500.00	(79,500.00)	-
Emergency System	22,194.00	(22,194.00)	-
Sewer Lines Engineering -			
Greenfields	479,375.00		479,375.00
Houseworth	165,575.00		165,575.00
Brizzolara	271,710.00		271,710.00
Water Plant -			
Millimeter Screen	152,498.00		152,498.00
Water Line Meters Replacement			
Total	5,287,184.00	(733,822.00)	4,553,362.00

FINANCIAL STATEMENT ENDING

June, 2023

**Town of Orange
Financial Statement
June, 2023
100% of Budget Year
Fund Summaries**

REVENUES

FUND	FY-2023 BUDGET		COLLECTED MTD	COLLECTED YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
GENERAL	4,985,033.00	190,400.00	929,197.63	6,610,113.44	93.24%	(1,434,680.44)
GF-CAP IMPROVEMENTS	505,000.00	1,428,000.00	-	18,120.00		1,914,880.00
WATER	5,418,157.00	1,872,000.00	120,535.07	4,198,364.33	57.59%	3,091,792.67
SEWER	1,958,532.00	9,800.00	154,008.19	2,257,992.20	114.72%	(289,660.20)
GRANTS/SPECIAL REVENUE	-	-	12,190.78	71,806.61	0.00%	(71,806.61)
WATER DEPOSIT	-	-	39.74	361.84	0.00%	(361.84)
TAYLOR PARK	-	-	29.53	254.34	0.00%	(254.34)
TOTAL	\$ 12,866,722.00	\$ 3,500,200.00	\$ 1,216,000.94	\$ 13,157,012.76	N/A	\$ 3,209,909.24

Note: A () in Remaining Balance means that we have collected more than anticipated.

EXPENDITURES

FUND	FY-2023 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
GENERAL	4,985,264.25	190,400.00	629,199.69	5,176,915.90	77.11%	(1,251.65)
GF-CAP IMPROVEMENTS	505,000.00	1,428,000.00	8,832.96	304,794.18		1,628,205.82
WATER	5,418,157.00	1,872,000.00	178,824.79	1,891,836.24	25.95%	5,398,320.76
SEWER	1,958,532.00	9,800.00	162,148.20	2,227,167.27	113.15%	(258,835.27)
GRANTS/SPECIAL REVENUE	-	-	4,283.09	46,023.41	0.00%	(46,023.41)
WATER DEPOSIT	-	-	-	-	0.00%	-
TAYLOR PARK	-	-	-	-	0.00%	-
TOTAL	\$ 12,866,953.25	\$ 3,500,200.00	\$ 983,288.73	\$ 9,646,737.00	N/A	\$ 6,720,416.25

NOTE: A () in Remaining Balance means we have spent more than what we planned

**Town of Orange
Financial Statement
June, 2023
100% of Budget Year
General Fund**

REVENUES

DESCRIPTION	FY-2023 BUDGET		COLLECTED MTD	COLLECTED YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
LOCAL TAXES	3,418,300.00	-	479,404.49	3,845,915.36	112.51%	(427,615.36)
LICENSES & PERMITS	19,512.00	-	-	20,280.00	103.94%	(768.00)
FINES	-	-	-	27.31	0.00%	(27.31)
STATE FUNDS	1,257,205.00	-	345,744.20	1,424,451.37	113.30%	(167,246.37)
INV / SALE OF ASSETS	-	-	-	-	0.00%	0.00
USER FEES	185,290.00	-	17,313.15	226,190.51	122.07%	(40,900.51)
MISCELLANEOUS	480,400.00	-	86,735.79	835,758.01	173.97%	(355,358.01)
TOWERCOM LEASE	14,688.00	-	-	257,490.88	1753.07%	(242,802.88)
ARPA - NEU FUNDS	-	-	-	-	0.00%	0.00
RESERVE FUND	114,638.00	962,200.00	-	-	0.00%	1,076,838.00
TRANSF TO CAP. IMPROVEM.	(505,000.00)	(771,800.00)	-	-	0.00%	(1,276,800.00)
TOTAL	\$ 4,985,033.00	\$ 190,400.00	\$ 929,197.63	\$ 6,610,113.44	127.72%	\$ (1,434,680.44)

Note: A () in Remaining Balance means that we have collected more than anticipated.

EXPENDITURES

DEPARTMENT	FY-2023 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
LEGISLATIVE	123,131.00	-	5,986.86	43,922.34	35.67%	79,208.66
TOWN MANAGER	338,229.00	8,800.00	36,240.15	346,618.00	99.88%	411.00
TOWN ATTORNEY	38,500.00	-	-	34,395.17	89.34%	4,104.83
FINANCE DEPARTMENT	395,625.00	-	37,963.31	398,752.81	100.79%	(3,127.81)
ELECTIONS	3,500.00	-	-	-	0.00%	3,500.00
POLICE DEPARTMENT	1,635,945.00	-	181,025.25	1,656,914.36	101.28%	(20,969.36)
FIRE AND RESCUE	56,341.00	-	-	59,579.00	105.75%	(3,238.00)
PUBLIC WORKS	1,411,562.25	181,600.00	217,489.60	1,483,072.64	93.09%	110,089.61
TRASH COLLECTION	233,663.00	-	94,630.55	321,276.63	137.50%	(87,613.63)
MUNICIPAL BUILDING	48,415.00	-	10,811.50	66,737.85	137.85%	(18,322.85)
DEPOT	16,000.00	-	5,238.62	16,738.21	104.61%	(738.21)
TRANSPORTATION SYSTEM	102,594.00	-	-	113,026.00	110.17%	(10,432.00)
PARKS AND GROUNDS	27,000.00	-	3,544.33	34,024.13	126.02%	(7,024.13)
COMMUNITY DEVELOPMENT	261,427.00	-	15,162.62	186,752.36	71.44%	74,674.64
NON-DEPT - DEBT & OTHER	293,332.00	-	21,106.90	415,106.40	141.51%	(121,774.40)
NON-DEPT - DONATIONS	-	-	-	-	0.00%	0.00
NON-DEPT - CAPITAL	-	-	-	-	0.00%	0.00
TOTAL	\$ 4,985,264.25	\$ 190,400.00	\$ 629,199.69	\$ 5,176,915.90	100.02%	\$ (1,251.65)

NOTE: A () in Remaining Balance means we have spent more than what we planned

**Town of Orange
Financial Statement
June, 2023
100% of Budget Year
General Fund - Capital Improvements**

REVENUES

DESCRIPTION	FY-2023 BUDGET		COLLECTED MTD	COLLECTED YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
TRANSFER FROM GENERAL	505,000.00	762,000.00	-	-	0.00%	1,267,000.00
STATE FUNDS	-	-	-	18,120.00	0.00%	0.00
MISCELLANEOUS	-	-	-	-	0.00%	0.00
MADISON/MAIN STREET SIGNAL LIGH	-	666,000.00	-	-	0.00%	666,000.00
TOTAL	\$ 505,000.00	\$ 1,428,000.00	\$ -	\$ 18,120.00	0.94%	\$ 1,933,000.00

Note: A () in Remaining Balance means that we have collected more than anticipated.

EXPENDITURES

DEPARTMENT	FY-2023 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
ROAD PROJECTS	340,000.00	325,000.00	310.00	168,415.56	25.33%	496,584.44
MACHINERY & EQUIPMENT	145,000.00	92,000.00	2,850.00	91,065.70	38.42%	145,934.30
MADISON/MAIN STREET SIGNAL LIGH	-	661,000.00	3,333.75	3,333.75	0.50%	657,666.25
COMPUTERS	20,000.00	-	2,301.20	24,762.97	123.81%	(4,762.97)
FIBER OPTICS BACKBONE (ARPA)	-	350,000.00	-	-	0.00%	350,000.00
CELL TOWER	-	-	-	-	0.00%	0.00
COMMUNITY ROOM SOUND SYSTEM	-	-	38.01	17,216.20	0.00%	(17,216.20)
TOTAL	\$ 505,000.00	\$ 1,428,000.00	\$ 8,832.96	\$ 304,794.18	15.77%	\$ 1,628,205.82

NOTE: A () in Remaining Balance means we have spent more than what we planned

Financial Statement
June, 2023
100% of Budget Year
Water Fund

REVENUES

DESCRIPTION	FY-2023 BUDGET		SALES MTD	SALES YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
TRANSFER FROM GENERAL	-	-	-	-	0.00%	-
INV/ SALE OF ASSETS	5,000.00	-	-	-	0.00%	5,000.00
WATER SALES	1,345,255.00	-	115,730.76	1,376,949.29	102.36%	(31,694.29)
WATER AVAILABILITY	156,000.00	-	-	96,000.00	61.54%	60,000.00
WATER RECONNECTIONS	20,000.00	-	2,000.00	22,850.00	114.25%	(2,850.00)
EXPENDITURE REFUNDS	-	-	-	-	0.00%	-
MISCELLANEOUS	41,500.00	-	2,804.31	58,973.04	142.10%	(17,473.04)
ARPA - NEU FUNDS	3,043,592.00	-	-	2,643,592.00	86.86%	400,000.00
RESERVE FUND	806,810.00	1,872,000.00	-	-	0.00%	2,678,810.00
TOTAL	\$ 5,418,157.00	\$ 1,872,000.00	\$ 120,535.07	\$ 4,198,364.33	57.59%	\$3,091,792.67

Note: A () in Remaining Balance means that we have collected more than anticipated.

DEPARTMENT	FY-2023 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
STANDPIPE REPLACEMENT PROJECT		1,804,000.00	-	227,552.19	12.61%	1,576,447.81
WATER/SEWER LINE PROJ.		-				-
WATER TREATMENT	948,769.00	-	126,049.95	1,134,890.68	119.62%	(186,121.68)
WATER DISTRIBUTION	304,515.00	68,000.00	27,338.72	325,365.40	87.34%	47,149.60
NON-DEPT - DEBT & OTHER	4,164,873.00	-	25,436.12	204,027.97	4.90%	3,960,845.03
TOTAL	\$ 5,418,157.00	\$ 1,872,000.00	\$178,824.79	\$ 1,891,836.24	25.95%	\$ 5,398,320.76

**Town of Orange
Financial Statement
June, 2023
100% of Budget Year
Sewer Fund**

REVENUES

DESCRIPTION	FY-2023 BUDGET		COLLECTED MTD	COLLECTED YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
LICENSES & PERMITS	-	-	-	-	0.00%	-
TRANSFER FROM GENERAL	-	9,800.00	-	-	0.00%	9,800.00
SEWER SALES	1,583,518.00	-	135,847.01	1,633,221.29	103.14%	(49,703.29)
SEWER AVAILABILITY FEES	641,160.00	-	-	357,570.00	55.77%	283,590.00
SEWER SALES - SLUDGE	60,000.00	-	11,572.75	83,055.86	138.43%	(23,055.86)
NUTRIENT CREDIT	4,500.00	-	-	9,334.52	207.43%	(4,834.52)
LEACHATE	100,000.00	-	-	139,605.08	139.61%	(39,605.08)
SEPTIC HAULING	52,000.00	-	6,587.33	35,200.50	67.69%	16,799.50
MISCELLANEOUS	2,000.00	-	1.10	4.95	0.25%	1,995.05
RESERVE FUND	(484,646.00)	-	-	-	0.00%	(484,646.00)
TOTAL	\$ 1,958,532.00	\$ 9,800.00	\$ 154,008.19	\$ 2,257,992.20	114.72%	\$ (289,660.20)

Note: A () in Remaining Balance means that we have collected more than anticipated.

EXPENDITURES

DEPARTMENT	FY-2023 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
SEWER TREATMENT	978,677.00	-	139,827.90	1,218,217.90	124.48%	(239,540.90)
SEWER COLLECTION	191,452.00	9,800.00	22,320.30	219,436.95	109.04%	(18,184.95)
NON-DEPT - DEBT & OTHER	788,403.00	-	-	789,512.42	100.14%	(1,109.42)
TOTAL	\$ 1,958,532.00	\$ 9,800.00	\$ 162,148.20	\$ 2,227,167.27	113.15%	\$ (258,835.27)

NOTE: A () in Remaining Balance means we have spent more than what we planned

BILLS AND CLAIMS

For the month June, 2023

**TOWN OF ORANGE
CHECK REGISTER**

JUNE 1-30, 2023

Check #	Check Date	Vendor Name	Net Amount
1144	6/23/2023	BMS DIRECT	\$ 1,010.00
6123	6/23/2023	ANTHEM BLUE CROSS & BLUE SHIELD	67,902.00
6223	6/23/2023	TREASURER OF VIRGINIA	50,630.25
6323	6/23/2023	EMPOWER	1,000.00
6423	6/23/2023	M&T BANK	596.01
6523	6/23/2023	M&T BANK	453.86
6623	6/23/2023	M&T BANK	596.01
6723	6/23/2023	M&T BANK	453.86
1152	6/30/2023	ORANGE COUNTY CIRCUIT COURT	74.00
33946	6/6/2023	ADT SECURITY SERVICES	42.99
33947	6/6/2023	AMAZON CAPITAL SERVICES	1,495.44
33948	6/6/2023	BMS DIRECT	2,869.46
33949	6/6/2023	BRAGG, ANGELINA	200.00
33950	6/6/2023	CCLS INCORPORATED	119.96
33951	6/6/2023	CENTRAL VIRGINIA ELECTRIC COOP	351.86
33952	6/6/2023	CINTAS CORPORATION #385	3,586.62
33953	6/6/2023	CIVICPLUS	225.00
33954	6/6/2023	COECO FINANCIAL SERVICES	640.32
33955	6/6/2023	COMCAST	723.89
33956	6/6/2023	DMV	775.00
33957	6/6/2023	DOMINION ENERGY VIRGINIA	40,944.30
33958	6/6/2023	ENVIRONMENTAL SYSTEMS SERVICE	150.00
33959	6/6/2023	EZ PERFORMANCE CENTER	71.80
33960	6/6/2023	FAYE'S OFFICE SUPPLY	1,658.74
33961	6/6/2023	GALLS, LLC	147.20
33962	6/6/2023	LACY'S FLORIST	90.00
33963	6/6/2023	LOU'S GLOVES INC.	351.00
33964	6/6/2023	MADISON FORD	39.39
33965	6/6/2023	MATTHEW BENDER & CO., INC	89.35
33966	6/6/2023	MID-ATLANTIC WASTE SYSTEMS	65,872.00
33967	6/6/2023	ORANGE MOTOR SPECIALTY	112.96
33968	6/6/2023	ORANGE TIRE INC	1,722.00
33969	6/6/2023	PACE ANALYTICAL SERVICES, INC	356.00
33970	6/6/2023	SHEENA PAYETTE	41.98
33971	6/6/2023	PIEDMONT POWER	2,850.00
33972	6/6/2023	RENTEQUIP	2,838.00
33973	6/6/2023	REXEL	267.73
33974	6/6/2023	SEDWICK	1,151.74
33975	6/6/2023	KIM STRAWSER	127.46

33976	6/6/2023	TITLE SOLUTIONS, INC	450.00
33977	6/6/2023	TOWN OF ORANGE	89.96
33977	6/6/2023	TOWN OF ORANGE	130.08
33977	6/6/2023	TOWN OF ORANGE	3,017.91
33978	6/6/2023	DAY, CHRISTINE	103.42
33979	6/6/2023	VACORP	159.03
33980	6/6/2023	NEW VIRGINIA TRACTOR	349.89
33981	6/6/2023	VUPS	76.92
33982	6/6/2023	WAYNE OXYGEN & WELDING SUPPLY	29.76
33983	6/13/2023	ACME PARKING LOT STRIPING INC	58,644.00
33984	6/13/2023	ACCESS TELECOM INC	8,300.00
33985	6/13/2023	ADVANCE AUTO PARTS	23.14
33986	6/13/2023	AMOS APPAREL	1,132.27
33987	6/13/2023	TRUIST	6,811.48
33989	6/13/2023	CCLS INCORPORATED	38.13
33990	6/13/2023	CINTAS	354.40
33991	6/13/2023	COMMONWEALTH OF VIRGINIA	3,333.75
33992	6/13/2023	DELL MARKETING L.P.	1,809.73
33993	6/13/2023	FIDELITY POWER SYSTEMS	7,147.00
33994	6/13/2023	FISHER AUTO PARTS	1,079.14
33995	6/13/2023	FORTILINE INC	2,887.23
33996	6/13/2023	GALLS, LLC	90.15
33997	6/13/2023	GOVSMART	3,411.65
33998	6/13/2023	H.M.S. FIRE EXTINGUISHERS, INC	299.00
33999	6/13/2023	LACY'S FLORIST	79.99
34000	6/13/2023	MADISON FORD	133.27
34001	6/13/2023	MICROSOFT	491.47
34002	6/13/2023	OCCASIONS	130.00
34003	6/13/2023	ORANGE COUNTY LANDFILL	8,905.00
34004	6/13/2023	PACE ANALYTICAL SERVICES, INC	58.00
34004	6/13/2023	PACE ANALYTICAL SERVICES, INC	970.00
34005	6/13/2023	KIM STRAWSER	125.76
34006	6/13/2023	THORPE'S TREE SERVICE AND	3,205.00
34007	6/13/2023	TRACTOR SUPPLY CREDIT PLAN	137.98
34008	6/13/2023	TROJAN UV	226.90
34009	6/13/2023	CHURCHMAN, CRYSTAL	115.88
34010	6/13/2023	POSEY, JOANN	66.30
34011	6/13/2023	ROADSTONE PROPERTIES, LLC	3,187.09
34012	6/13/2023	RAX, DOMINGA	51.64
34013	6/13/2023	CASTRO, VILMA	107.14
34014	6/13/2023	UNIVAR SOLUTIONS	13,554.50
34015	6/13/2023	USABUEBOOK	501.11
34016	6/13/2023	VERIZON	1,595.36
34017	6/21/2023	ADT SECURITY SERVICES	799.38
34018	6/21/2023	AFLAC	1,459.48
34019	6/21/2023	ALLIED CONCRETE CO	777.50
34020	6/21/2023	AMERICAN GREEN	79.00

34021	6/21/2023	AMOS APPAREL	83.00
34022	6/21/2023	COMMONWEALTH ENGINEERING & SALES	360.88
34023	6/21/2023	AT&T MOBILITY	979.68
34024	6/21/2023	CRYSTAL SPRINGS	9.00
34025	6/21/2023	DEBORAH MARLENE WAREHAM	50.00
34026	6/21/2023	DOMINION ENERGY VIRGINIA	8,466.01
34027	6/21/2023	DORSETT TECHNOLOGIES, INC	419.75
34028	6/21/2023	ENNIS INC	90.06
34029	6/21/2023	FEDEX	34.41
34030	6/21/2023	H.M.S. FIRE EXTINGUISHERS, INC	417.00
34031	6/21/2023	HOLTZMAN OIL CORP	207.86
34032	6/21/2023	MASON INSURANCE AGENCY	29,022.00
34033	6/21/2023	MATTHEW BENDER & CO., INC	156.43
34034	6/21/2023	MCCORD PRESSURE WASHING	2,500.00
34035	6/21/2023	MORRIS DISTRIBUTING, INC.	825.00
34036	6/21/2023	EVERGRO COOPERATIVE	194.85
34037	6/21/2023	PACE ANALYTICAL SERVICES, INC	970.00
34038	6/21/2023	PIEDMONT POWER	258.90
34039	6/21/2023	RINKER DESIGN ASSOCIATES, P.C.	310.00
34040	6/21/2023	REGINALD LEE SHELTON JR	60.00
34041	6/21/2023	RENTEQUIP	104.00
34042	6/21/2023	SCHIATTAREGGIA, ANTHONY	120.00
34043	6/21/2023	SNAP-ON	210.25
34044	6/21/2023	SOUTHERN STATES	11,372.25
34045	6/21/2023	KIM STRAWSER	35.37
34046	6/21/2023	TRANSAMERICA EMPLOYEE BENEFITS	1,383.62
34047	6/21/2023	TREASURER OF VIRGINIA	100.00
34048	6/21/2023	US TREASURY	306.90
34049	6/21/2023	VIRGINIA BUSINESS SYSTEMS	142.72
34050	6/21/2023	VML	4,106.00
34051	6/21/2023	WW ASSOCIATES, INC	22,500.00
34052	6/21/2023	ZIMRI DM LLC	535.40
34053	6/27/2023	COECO FINANCIAL SERVICES	640.32
34054	6/27/2023	COMCAST	764.19
34055	6/27/2023	COMCAST	1,271.48
34056	6/27/2023	DOMINION ENERGY VIRGINIA	28,537.76
34057	6/27/2023	DIX, JR JAMES A	498.75
34058	6/27/2023	ECONO SIGNS LLC	153.00
34059	6/27/2023	EVOQUA WATER TECHNOLOGIES LLC	5,300.00
34060	6/27/2023	FERGUSON INDUSTRIAL	3,090.80
34061	6/27/2023	FORTILINE INC	315.45
34062	6/27/2023	HACH COMPANY	528.10
34063	6/27/2023	MINNESOTA LIFE INSURANCE CO	1,527.61
34064	6/27/2023	ORANGE TIRE INC	505.00
34065	6/27/2023	PACE ANALYTICAL SERVICES, INC	2,329.13
34066	6/27/2023	RENTEQUIP	2,734.00
34067	6/27/2023	RAPIDAN SERVICE AUTHORITY	381.01

34068	6/27/2023	W.A. SHERMAN COMPANY	1,231.41
34069	6/27/2023	TOWN OF ORANGE	3,071.38
34069	6/27/2023	TOWN OF ORANGE	68.46
34069	6/27/2023	TOWN OF ORANGE	74.14
34070	6/27/2023	LONICK, RAY C.	559.76
34071	6/27/2023	GILBERT, BOYCE	37.45
34072	6/27/2023	KING, KAITLYN	16.56
34073	6/27/2023	NAPPER, JACULYN	35.54
34074	6/27/2023	SOLIS-HOLT, MADONNA	34.27
34075	6/27/2023	USABUEBOOK	2,633.85
34076	6/27/2023	VACORP	161.20
34082	6/30/2023	ADT SECURITY SERVICES	289.14
34083	6/30/2023	ALFA LAVAL INC	123.83
34084	6/30/2023	ALLIED CONCRETE CO	660.00
34085	6/30/2023	AMAZON CAPITAL SERVICES	2,989.20
34086	6/30/2023	AUTOMATED OFFICE SYSTEMS	150.00
34087	6/30/2023	BARTLETT TREE EXPERTS	180.00
34088	6/30/2023	TRUIST	4,663.47
34089	6/30/2023	CAPITAL ONE TRADE CREDIT	39.99
34090	6/30/2023	BMS DIRECT	868.75
34091	6/30/2023	CENTRAL VA COMMUNITY NEWSPAPER	1,220.93
34092	6/30/2023	CENTRAL VIRGINIA ELECTRIC COOP	299.82
34093	6/30/2023	AT&T MOBILITY	1,570.14
34094	6/30/2023	CINTAS CORPORATION #385	2,846.97
34095	6/30/2023	COMMONWEALTH ENGINEERING &	266.78
34096	6/30/2023	CORE & MAIN LP	335.98
34097	6/30/2023	DOMINION ENERGY VIRGINIA	1,026.04
34098	6/30/2023	DIX, JR JAMES A	2,017.77
34099	6/30/2023	ENVIRONMENTAL SYSTEMS SERVICE	150.00
34100	6/30/2023	FAYE'S OFFICE SUPPLY	3,085.85
34101	6/30/2023	FEDEX	215.25
34102	6/30/2023	FISHER AUTO PARTS	1,643.21
34103	6/30/2023	FORTILINE INC	1,812.00
34104	6/30/2023	GALLS, LLC	289.20
34104	6/30/2023	GALLS, LLC	79.59
34105	6/30/2023	HACH COMPANY	1,166.90
34106	6/30/2023	MATTHEW BENDER & CO., INC	616.86
34107	6/30/2023	MGL PRINTING SOLUTIONS	582.00
34108	6/30/2023	NOVAEQUIP	258.75
34109	6/30/2023	ORANGE COUNTY LANDFILL	6,140.16
34110	6/30/2023	EVERGRO COOPERATIVE	318.00
34111	6/30/2023	ORANGE MOTOR SPECIALTY	515.05
34112	6/30/2023	ORANGE TIRE INC	970.00
34113	6/30/2023	PACE ANALYTICAL SERVICES, INC	356.00
34114	6/30/2023	PAINT 'N' PAPER	391.96
34115	6/30/2023	SHEENA PAYETTE	41.98
34116	6/30/2023	PIEDMONT POWER	42.04

34117	6/30/2023	REXEL	4,177.54
34118	6/30/2023	RIDGEVIEW NEW HOLLAND, INC	140.50
34119	6/30/2023	SEDWICK	548.96
34119	6/30/2023	SEDWICK	1,946.24
34120	6/30/2023	SHADE EQUIPMENT CO., INC	6,391.60
34121	6/30/2023	SOUTHERN STATES	2,160.17
34122	6/30/2023	TOMMY'S	225.00
34123	6/30/2023	TOWN OF ORANGE	75.79
34124	6/30/2023	TRACTOR SUPPLY CREDIT PLAN	143.74
34125	6/30/2023	UNIONVILLE TIRE SERVICE, INC	125.00
34126	6/30/2023	UNIVAR SOLUTIONS	16,191.63
34127	6/30/2023	USABUEBOOK	35.49
34128	6/30/2023	NEW VIRGINIA TRACTOR	185.90
34129	6/30/2023	VERIZON	1,088.81
34130	6/30/2023	VUPS	96.73
34131	6/30/2023	WAYNE OXYGEN & WELDING SUPPLY	28.80
34132	6/30/2023	CHEWNING, WENDY	90.00
34133	6/30/2023	S.L. WILLIAMSON COMPANY, INC	195.62
34134	6/30/2023	FISHER, ROBERT	128.02
34135	6/30/2023	SOUTHERN STATES	6,843.93
34136	6/30/2023	CINTAS CORPORATION #385	39.65
34137	6/30/2023	ENNIS INC	1,284.97
34138	6/30/2023	CATHERINE B. LEA	6,000.00
34139	6/30/2023	ORANGE POLICE DEPT MAGNET	295.00
34140	6/30/2023	R.A.D. SYSTEMS	100.00

\$ 618,748.63

UNFINISHED BUSINESS



UNFINISHED BUSINESS SUMMARY
July 17, 2023

AGENDA ITEM: 8C

Continued discussion of Parklets on Main Street.

SUMMARY:

- This is a continued discussion.
- Please see attached information from the Director of Community Development.



**Town of Orange
Department of Community Development**

119 Belleview Avenue, Orange, Virginia 22960 - 1401

Phone: (540) 672-6917 Fax: (540) 672-4435

Email – townplanner@townoforangeva.org

MEMORANDUM

TO: Mayor Roby and Town Council Members
FROM: John G. Cooley, Director of Community Development
DATE: 7-11-2023
SUBJECT: Parklets on Main Street

A request was submitted to Town staff regarding the placement of a Parklet on Main Street in front of an existing business (restaurant). Currently there are no provisions for this type of use of public parking spaces other than all decisions regarding public parking spaces will be directed to Town Council for review.

A Parklet can be defined as a “a small seating area or green space created as a public amenity on or alongside a sidewalk, especially in an existing or former roadside parking space. Parklets are publicly accessible to all and serve as extensions of the sidewalk by converting curbside parking spaces into pedestrian friendly public spaces. Parklets are “Placemaking” opportunities for the community and are often developed through partnerships between local governments, local businesses, and neighborhood organizations.

During the height of the pandemic, in 2020-2021, many localities investigated allowing businesses to use public parking spaces to create parklets. The parklets were a way to boost business when customers weren’t allowed to eat inside or shop. Customers could imbibe and dine outside and keep the establishments from going bust.

As part of the process reviewing and documenting the need and demand for these types of amenities, local governments have implemented Parklet Design Guidelines. The guidelines reviewed by staff include:

- Arlington County, VA
- Town of Warrenton, VA
- City of Denton, TX
- City of Norfolk, VA
- City of Richmond, VA
- City of Alexandria, VA

The guidelines vary from general to very detailed regarding what is allowed and where. What staff has learned from the review of the guidelines is that there are many aspects of Parklets that need to be discussed, refined and documented before any decisions are made. Items which need to be discussed included:

- a. Safety
- b. Who will be allowed to create a Parklet
- c. How many parking spaces will be used as Parklets
- d. Design of the parklet:
 - Size and design – Will engineered plans be required?
 - Construction material
 - Ensuring gutter pan is unobstructed
 - Ensuring ADA compliance
 - Will lighting be allowed.
 - Types of Furniture
 - Do we charge for the permit?
 - How do we ensure the safety of the general public using the parklet in the design requirements?

Attached please find three of the Parklet Design Guidelines for your review and use in discussing parklets:

1. Arlington Parklet Manual
2. Alexandria Parklet Requirements
3. City of Richmond Parklet Design Guidelines



PARKLET DESIGN GUIDELINES

Updated August 12, 2021



TABLE OF CONTENTS

PROGRAM OVERVIEW	3
PARKLET LOCATION SITE CRITERIA	4
DESIGN CRITERIA	5
SITE ELEMENTS	6
MAINTENANCE & OPERATIONS.....	7
PERMITTING PROCESS	8
PERMIT APPLICATION CHECKLIST	9

PROGRAM OVERVIEW



Conditions Prior to the Parklet Installation on N Oak Street at Wilson Blvd in Rosslyn. 2017

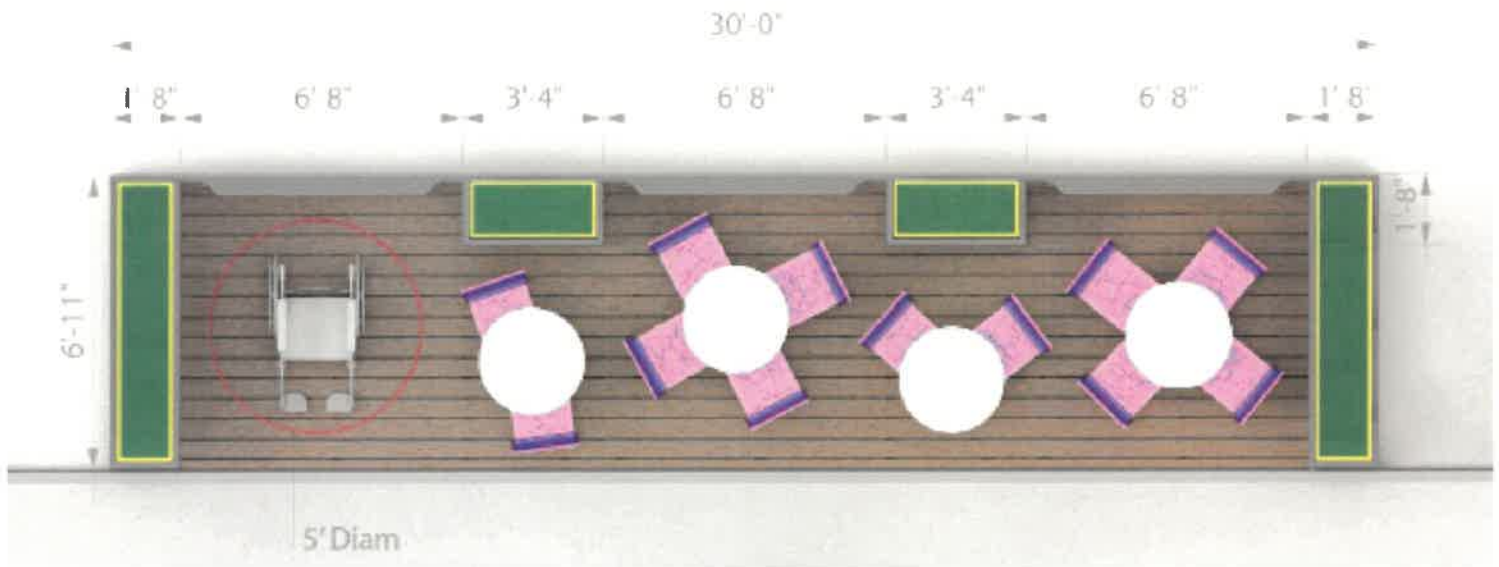
Arlington County encourages the implementation of measures that will enhance the vibrancy and attractiveness of public streets particularly in commercial districts where sidewalk space is limited.

The installation of publicly-accessible seating, tables, plantings and raised platforms, known as a "parklet" may be placed in curbside, on-street public parking locations after consideration and permission by the Arlington County Department of Environmental Services.

Parklets must be open for use by all members of the public and cannot be reserved for the exclusive use of individual businesses.

More information about parklets can be found at:
<http://transportation.arlingtonva.us/parklets>.

SITE LOCATION CRITERIA



Parklet location shall:

- ☐ Be on a street with a posted speed of 25 miles per hour or less
- ☐ Not be placed at the end of street blocks. There must be a minimum of 20' distance from corner, driveway apron or curb cut
- ☐ Not extend beyond the marked parking lane line or 7' in width
- ☐ Only be installed in parking spaces (not in restricted curb space or handicap parking spaces)
- ☐ Provide at least 15' separation between parklet and any fire hydrant
- ☐ Not obstruct access to any underground utility manhole, vault, valve box or any other public utility infrastructure
- ☐ Encompass about two (2) on street, curb adjacent parking spaces
- ☐ Consider proximity to bike facilities
- ☐ Not obstruct any bus stop or curb ramp access
- ☐ Not be installed in residential areas zoned R-20, R-10, R-6, R-5, R2.7
- ☐ Be installed on roads owned and maintained by the County (not the Virginia Department of Transportation)
- ☐ Shall not be allowed in existing handicap parking spaces
- ☐ Shall not be installed in loading, taxi, reverse flow or limited time of day parking spaces
- ☐ Subject to County staff discretion, for non-parking spaces or marked areas (curb space) on a case-by-case basis
- ☐ Not require any removals or modifications to existing street trees.

DESIGN CRITERIA



Parklet design shall:

- ☐ Extend 30' - 40' in length (about 2 parking spaces)
- ☐ Have at least a 4' wide opening at the curb for wheelchair access
- ☐ Include a 4' min wheelchair turnaround area within the Parklet for access
- ☐ Have a flush transition between the parklet and the curb. The gap between the Parklet and the curb shall be no more than 1/2 inch
- ☐ Comply with the American with Disabilities Act (ADA) and the 2010 ADA Design Standards, or the then current design standards.
- ☐ Allow room for drainage. The platform of a Parklet must be raised to a level that allows free water flow in the gutter pan. This space underneath a Parklet must be clear and cleaned all the time to prevent debris buildup and other blockage of drainage
- ☐ Drainage shall not be inhibited in any way at any time.
- ☐ Be assembled with sustainable and durable, weatherproof materials
- ☐ Contain walking/rolling surfaces that are firm, stable, and slip-resistant
- ☐ Accommodate the crown of the road and provide a level surface for the parklet
- ☐ Be sealed by a Professional Architect or Professional Engineer licensed in the Commonwealth of Virginia.

SITE ELEMENTS

Railings and Vertical Elements

- ☐ Railing must be less than or equal to 3.5' in height
- ☐ Railings must be spaced 4" or less apart
- ☐ Railings must be unobstructed and visually permeable on edge
- ☐ Vertical elements higher than 3.5' in height are subject to additional review and approved on a case-by-case basis.



Buffers, Bollards and Wheel Stops

- ☐ There must be a 1' min buffer between the Parklet and adjacent travel lane
- ☐ Wheel stops must contain reflective striping and be spaced 6' apart with no more than 6' gaps in between the wheel stops and wheel stops must be installed parallel to the parklet edge to protect the parklet from adjacent vehicular traffic
- ☐ Bollards must be placed around the perimeter of the parklet
- ☐ Wheel stops must be placed at least 4' upstream and downstream of the parklet
- ☐ Retroreflective tape or paint must be provided around the perimeter of the outermost parts of the parklet including the bollards and wheel stops.

Signs

- ☐ A standard Parklet sign must be fabricated per [Arlington County standards](#) and installed as part of the Parklet installation. The sign will state "Public Parklet: All seating is open to the public" and must indicate that no smoking is permitted
- ☐ The sign will not promote any entity (including business improvement districts, businesses, organizations and individuals) other than Arlington County Government.

Temporary Traffic Control Measures

- ☐ Provide a maintenance of transportation (MOT) plan demonstrating how traffic will be controlled during the installation of the Parklet
- ☐ MOT must be sealed by a Professional Engineer or reference a temporary traffic control example found in the then current Virginia Work Area Protection Manual with Revision 1 - Work Zone Safety, Guidelines for Temporary Traffic Control. .

Note: All proposed Parklet sites are subject to modifications, relocations, and approval by Arlington County Division of Transportation.

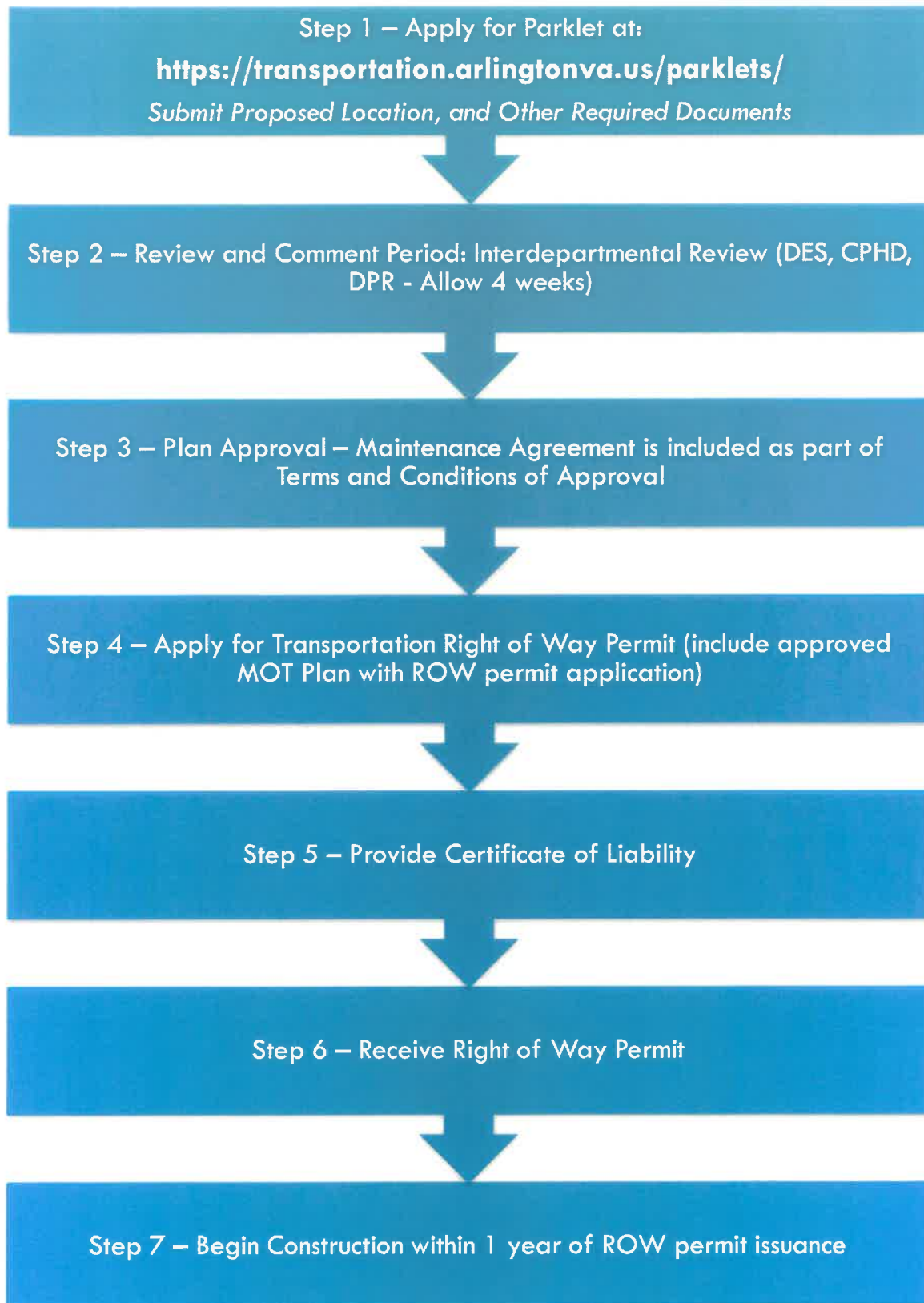
MAINTENANCE AND OPERATIONS

- ☐ Parklet subsurface and surface elements shall be kept clean and in a state of good repair at all times to include but 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 and under the parklet
 - ☐ Replace any failing Parklet elements or components
 - ☐ Provide pest control as necessary
- ☐ Parklets are subject to temporary removal from time to time for County and BID related 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 Applicant's expense
- ☐ At the direction of Arlington County, a Parklet must be removed permanently at the Applicant's expense and an alternative location may be proposed by the Applicant. Parklets must be removed within 72 hours of the notice to remove.
- ☐ Upon permanent removal of the Parklet, either at the County's direction or expiration of the Parklet permit, the Applicant shall restore the area to its original condition, or a condition approved by the County
- ☐ Maintenance and operations protocols shall be as carried out as outlined in the Maintenance Agreement
- ☐ Drainage function of the gutter pan area shall be maintained at all times. Violation will cause the termination of a Parklet and removal will be required.

Note:

All proposed Parklet sites are subject to modifications, relocations, and approval by Arlington County Division of Transportation.

PERMITTING PROCESS



PERMIT APPLICATION CHECKLIST



Application Requirements:

- ☐ Any individual, entity, organization, or business establishment – the Applicant – may submit a parklet application
- ☐ The Applicant must submit a petition form with signatures from at least 67% of fronting establishments on the same side of the street as the parklet in the block in support of the proposed parklet
- ☐ If the proposed parklet falls within a business improvement district (BID), a letter of acknowledgement from the affected BID is required as well
- ☐ Must sign a maintenance agreement
- ☐ Must agree to hold harmless and indemnify the County against any and all claims for any and all losses, damages, injuries, costs, or liability in any way connected with the Parklet
- ☐ Provide a certificate of insurance.

Application Fee:

- ☐ • \$2,100 Initial Application Fee (Permit is only valid for one year)
- ☐ • \$500 Renewal Fee per year for subsequent years (Permit must be renewed each year)

Plan Submissions:

- ☐ Site and Drainage Plan
 - ☐ Drainage Study indicating where the nearest downstream inlet is located and the amount of water expected to flow through parklet
 - ☐ Parklet Section illustrating the parklet perpendicular to the curb that shows the beam supports and other parklet supports. No beams shall be placed perpendicular to the curb nor placed within the gutter pan.
- ☐ Landscape and Materials Plan
- ☐ Accessibility Plan (including a 4' wheelchair turnaround radius illustration)
- ☐ Elevations, Perspectives and Renderings
- ☐ Existing Conditions Plan
 - ☐ Striping and signage
 - ☐ Parking meters
 - ☐ Utilities
 - ☐ Lighting and other public facilities
 - ☐ Photos of existing conditions
- ☐ Framing Plan and Loading Calculations
- ☐ Maintenance of Traffic Plan
- ☐ All plans must be:
 - ☐ provided to a standard scale
 - ☐ signed/sealed by a Professional Engineer and/or Professional Architect licensed in the Commonwealth of Virginia.



City of Alexandria

Parklet Requirements

Approved by the Traffic & Parking Board on November 15, 2021

Updated and approved by the Traffic & Parking Board on April 25, 2022, and February 27, 2023

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. As referenced in [Section 5-2-29 of the City Code](#), parklets are permitted encroachments within the public right of way, subject to compliance with these Parklet Requirements approved by the Traffic and Parking Board. Parklets shall not be installed/set up prior to receiving a Right of Way – Parklet Permit from the Department of Transportation & Environmental Services.

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 if the Parklet Host complies with the requirements of the Zoning Ordinance (specifically Section 7-1500). 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 not apply on streets permanently closed to traffic (e.g., the Unit and 100 blocks of King Street), or a different standard may apply. These exceptions are noted in italics under the associated requirement.

The Traffic and Parking Board has reviewed these requirements and approved them on November 15, 2021. Removal of parking to accommodate parklets that meet these requirements will be approved administratively by staff. After receiving extensive feedback at numerous meetings with business owners in the spring of 2022, City staff developed several proposed updates to these Parklet Requirements which were reviewed and approved by the Traffic and Parking Board on April 25, 2022. Updates to these Requirements were proposed by City staff once more following the permit application process in late 2022 and approved by the Traffic and Parking Board on February 27, 2023. Furthermore, the City will review these requirements at least once every two years, and report back on the program to the Board. Any changes to these requirements will be considered at a public hearing before the Board.

These requirements have also been coordinated with internal City departments including Fire, T&ES, Police, Planning and Zoning, and Code Administration 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 City of Alexandria currently permits 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:

- In dedicated bus lanes (against the curb) or bus stop areas (minimum 50 feet of curb space before the nearest bus stop sign, unless there is a curb extension for the bus stop)
 - The Parklet Host may request a written exemption from City staff for this specific requirement if warranted due to extenuating circumstances
- In dedicated bike lanes
- In Emergency Vehicles Easements
- Where rush hour regulations exist (e.g., Washington Street)
- 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, unless approved by the director of T&ES
- 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 unless the space and restrictions are reviewed by the Traffic and Parking Board pursuant to Section 5-8-3(f) and recommended to be changed
- To obstruct existing or planned Capital Bikeshare stations or bike and scooter corrals

Parklets located on streets on the City's [Planned 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 City. The City 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 City'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. City 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 City 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 on streets that are permanently closed to traffic and short-term parklets are noted in italics.

Table of Contents

• PLATFORM	
○ Platform Surface	5
○ Parklet Width	5
○ Barrier	6
○ Drainage	6
○ Materials	6
○ Removal	6
○ Freestanding	6
• SAFETY	
○ Buffers	7
○ Visibility	7
○ Emergency Access	7
• FURNITURE	
○ Tables and Chairs	7
○ Landscaping	8
○ Lighting	8
○ Signage	8
○ Freestanding	8
• WEATHER PROTECTION	
○ Generators and Fuel-Fired Heaters	8
○ Electric Heaters	8
○ Overhead Coverings	9

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 City staff for a wider parklet on blocks without mass transit, with lower traffic volumes and speeds, wider travel lanes, or permanently closed to vehicular traffic.

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 City of Alexandria’s [Outdoor Dining Design Guidelines](#) 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 Director of T&ES 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.**
- *A continuous barrier for the parklet is not required on streets permanently closed to traffic unless necessary to comply with another regulation, such as ABC regulations related to serving alcohol.*

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 City 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. Materials must comply with specific design standards established in the City of Alexandria’s [Outdoor Dining Design Guidelines](#).

Removal: Parklets must be disassembled within 24 hours in the case of an emergency request by the City 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 City-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).
- The City will provide and install two wheel stops and two flexible posts at minimum.
- *The buffer is not required for parklets on streets that are permanently closed to traffic.*

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.

- *This requirement may not be required for parklets on streets permanently closed to traffic.*

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.

- *Parklets on streets permanently closed to traffic shall not be situated in the direct path between the street and the FDC.*

FURNITURE

Tables and Chairs: For commercial parklets, refer to the City of Alexandria'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 City of Alexandria'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 City of Alexandria'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 Department 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 City-issued permit.

WEATHER PROTECTION

Generators and Fuel-fired Heaters: These items require a Fire Prevention Permit issued by the Fire Department prior to use. These items are subject to a building permit review and fire prevention permit review by the Department of Code Administration and Fire Department prior to installation.

Electric Heaters: These items require an Electrical Permit issued by the Department of Code Administration prior to use and must be UL listed and rated for outdoor use. Fans and heaters affixed to poles higher than the 4-foot-high railing/barrier may require additional review.

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 City of Alexandria'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 with the City that outlines maintenance responsibilities. A template of this agreement can be found [here](#) and key responsibilities are summarized below. 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 City 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 City 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 City 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 City'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 City.

Insurance Requirements

The Parklet Host shall be required to maintain, in force, insurance as described below and approved by the City 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 City 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 City of Alexandria is notified in writing at least 30 days prior
 - The City 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 City of Alexandria 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 Parklet Permit Guide 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
 - 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, click [here](#).
 - Public Notice

- Fill out the Parklet Notice template [here](#) 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, click [here](#).
- Maintenance Agreement
 - Fill out the Maintenance Agreement [here](#).
- Commercial Use Details (Supplemental Application)
 - NOTE: Only applicable for commercial parklets
 - Fill out this Supplemental Application [here](#).

Application Process

Step 1: Pre-Submittal Meeting

- Contact Max Devilliers (max.devilliers@alexandriava.gov) in T&ES – Mobility Services to discuss 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 City with a list of the addresses notified and an example notice (City to provide notice template).
- City Notice:
 - The City 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 City's eNews.
 - If no concerns are received, the parklet will be approved administratively by staff, subject to these Parklet Requirements.
 - If concerns are received, the City will coordinate with the Parklet Host to address issues, and may require review by the Traffic and Parking Board at a public hearing.
 - 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 Traffic and Parking Board at a regular monthly meeting.

Step 3: Submit Documents into APEX

- An application for a parklet shall be submitted to the T&ES Permit Office/APEX 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:

- T&ES – Mobility Services
- T&ES – DROW
- T&ES – Operations
- Fire
- Code Administration
- Planning and Zoning

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 T&ES Permit Office will issue the permit
- Once the Parklet Host installs the parklet, the Parklet Host must call the City for an inspection.
 - T&ES Construction & Inspection 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

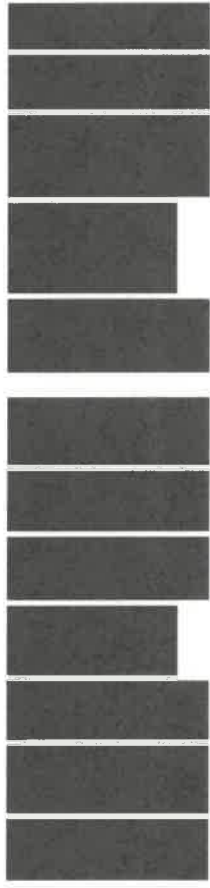
- The City will send a reminder about permit renewals 30 days prior to the permit expiring. The reminder will note that, if the permit is not renewed, the parklet must be removed by the date the permit expires.
- Permits will be approved through September 30th and can be renewed annually. If there are 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 City Council on March 8, 2022, to be effective starting October 1, 2022. Permit fees for the first year will be 50% of the approved fee for any permit issued and valid between October 1, 2022, and September 30, 2023. The final resolution on parklet permit fees can be found online [here](#).

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
 - This may be an option for retailers! If interested, reach out to Maxime Devilliers (Max.Devilliers@alexandriava.gov)
- Annual parklets in which a commercial business operates:
 - Within the King Street Retail Strategy area: \$150 per linear foot
 - Within an Equity Emphasis Area (as defined by MWCOG): \$50 per linear foot
 - All other 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 non-metered parking space (i.e., 20 feet in length); \$40 per day per metered parking space



Parklet Design Guidelines

A Placemaking Initiative of the City of Richmond, Virginia
Departments of Planning & Development Review, Public Works & Public Utilities
JUNE 2016



Levar M. Stoney



Developed by staff from the City of Richmond's Departments of Planning & Development

Review, Economic & Community Development, Public Works, and Public Utilities.

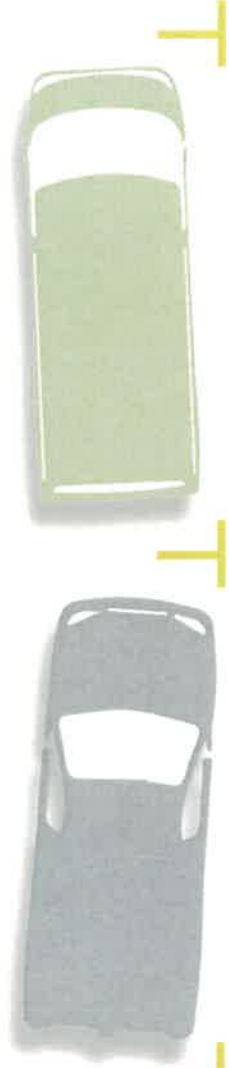
Designed by Kathleen Onufer, Yessenia Revilla, and Josh Son.

Adopted by the Richmond City Planning Commission on June 6, 2016 (UDC No. 2016-010).

Photos on pp. 5, 15, 16 provided by SF Planning under a CC BY-SA 2.0 license.

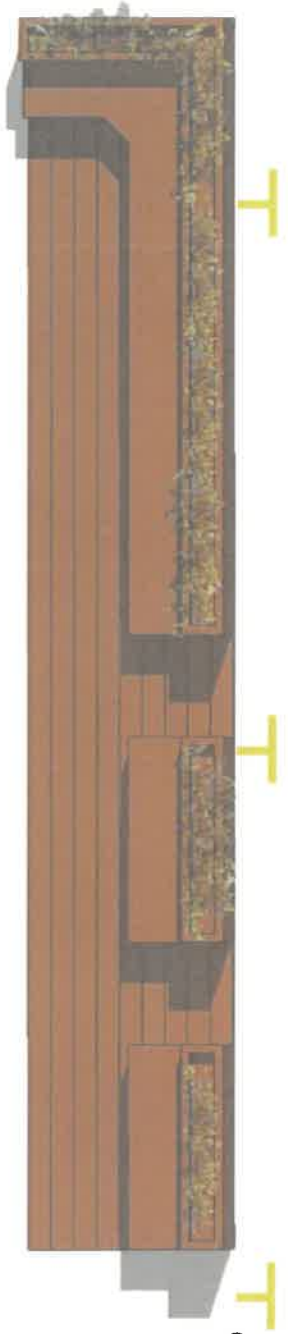
6-30²

TABLE OF CONTENTS



What is a parklet?	5
Qualifications	6
Process	7
Design Phase	8
Application Phase	17

GUIDELINE DEFINITIONS



Authority

These Parklet Design Guidelines are promulgated in accordance with Chapter 24, Article II, Division 9 of the code of the City of Richmond (2015), which was adopted by Richmond City Council on February 22, 2016 (Ordinance No. 2016-026). The design guidelines were adopted by the Planning Commission on June 6, 2016, and may be amended from time to time by commission action.

Specific program and operational details on parklets are contained in Ordinance No. 2016-026. Please consult the Ordinance and the Design Guidelines to fully understand the regulations

Definition

A Parklet is a removable platform made available to the public for recreational use that occupies a portion of a parking lane that is closed to motor vehicle parking.

More Information

For more information, please email Parklets@richmondgov.com or call 804-646-4169.

WHAT IS A PARKLET ?

Parklets are small platforms that take the place of two or more on-street parking spaces. They offer amenities that allow people to stop, sit, and enjoy their neighborhood street life. Parklets act like a community front porch or stoop.

These small spaces can make a big difference on a street by creating new pedestrian areas and public spaces that improve the quality of life in Richmond's neighborhoods and commercial corridors.

The City of Richmond supports neighborhoods and commercial corridors making their public spaces more vibrant. A parklet can express the unique character of Richmond's neighborhoods and commercial corridors, celebrating their history and sense of place.

Local business owners and community groups interested in bringing parklets to their neighborhood should review this short set of program requirements and design guidelines before submitting a request to the City for a Pedestrian Enhancement Permit, which allows for the placement of a parklet.



These photos show how parklets work as public spaces in other American cities and commercial corridors as well as how they might work in Richmond.

THE QUALIFICATIONS

In order to receive a Pedestrian Enhancement Permit, applicants must fill out the Parklet Application and demonstrate the following based on the Parklet Design Guidelines:

1 The parklet location and construction is safe and appropriate:

Appropriate location shall be demonstrated via photographs and drawings of proposed locations. Safe construction shall be demonstrated by stamped engineering drawings for loading requirements (please see page 13). Both location and construction must meet the Parklet Design Guidelines.

2 The parklet has community support:

Support shall be demonstrated via letters of support from adjacent property owners, as well as petitions of support from neighbors and other groups. Prior to being awarded a Pedestrian Enhancement Permit, applicants will submit:

- A letter of support from the property owners in front of the property the parklet will be located (required); and
- Other evidence of support from neighbors, such as a letter of support from the City Councilperson and petitions of support from neighbors.

3 The parklet can be appropriately maintained:

The maintenance of the parklet includes but is not limited to: cleaning the parklet and immediate environs, storing the parklet in the case of temporary or seasonal removal, and maintaining insurance. Appropriate maintenance will require:

- A signed maintenance and operation agreement; and
- A certificate of insurance providing coverage to the amount specified in the maintenance and operation agreement.

6-34

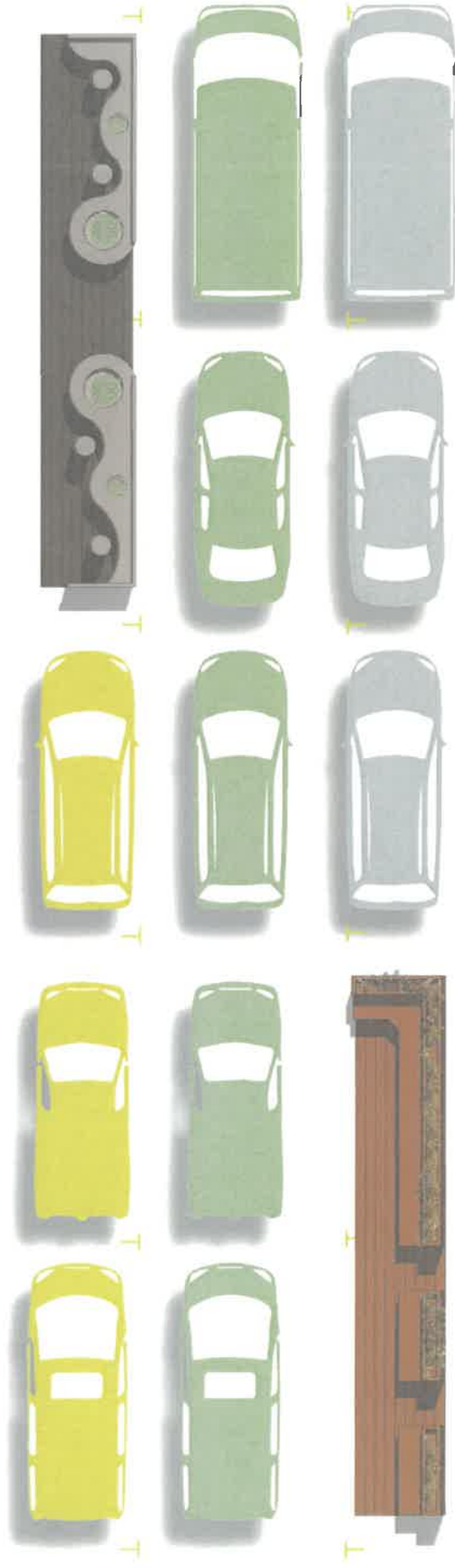
THE PARKLET PROCESS

DESIGN PHASE

- Where Parklets Should Go
 - Which Streets
 - Where on the Street
- How Parklets Should Be Built
 - Entrances
 - Width & Height
 - Loading
 - Installation
 - Signage
 - Additional Safety Measures

APPLICATION PHASE

- Identify A Location
- Submit An Application
- Location Review
- Finalize Community Support
- Design Review
- Final Approvals
- Install Parklet



Which Streets:

- Parklets should be on streets with posted **speed limits of 25 MPH** or less.
- Parklets must be located on streets with a **parking lane**. They cannot be located in a travel lane or a peak hour clearance lane.
- A peak hour clearance lane is any lane that becomes a travel lane, even if parking is allowed otherwise.



The highlighted areas in these photos represent the type of spaces that may be eligible for parklets.

PLEASE NOTE:

All parklet locations are subject to review by the Department of Public Works (DPW), the Department of Public Utilities (DPU), and the Department of Planning and Development Review (PDR). Some of the guidance listed is subject to DPW, DPU, and PDR's discretion and may be waived if the Director of Public Works feels the location and placement is safe and appropriate.

DESIGN PHASE Where Parklets Should Go

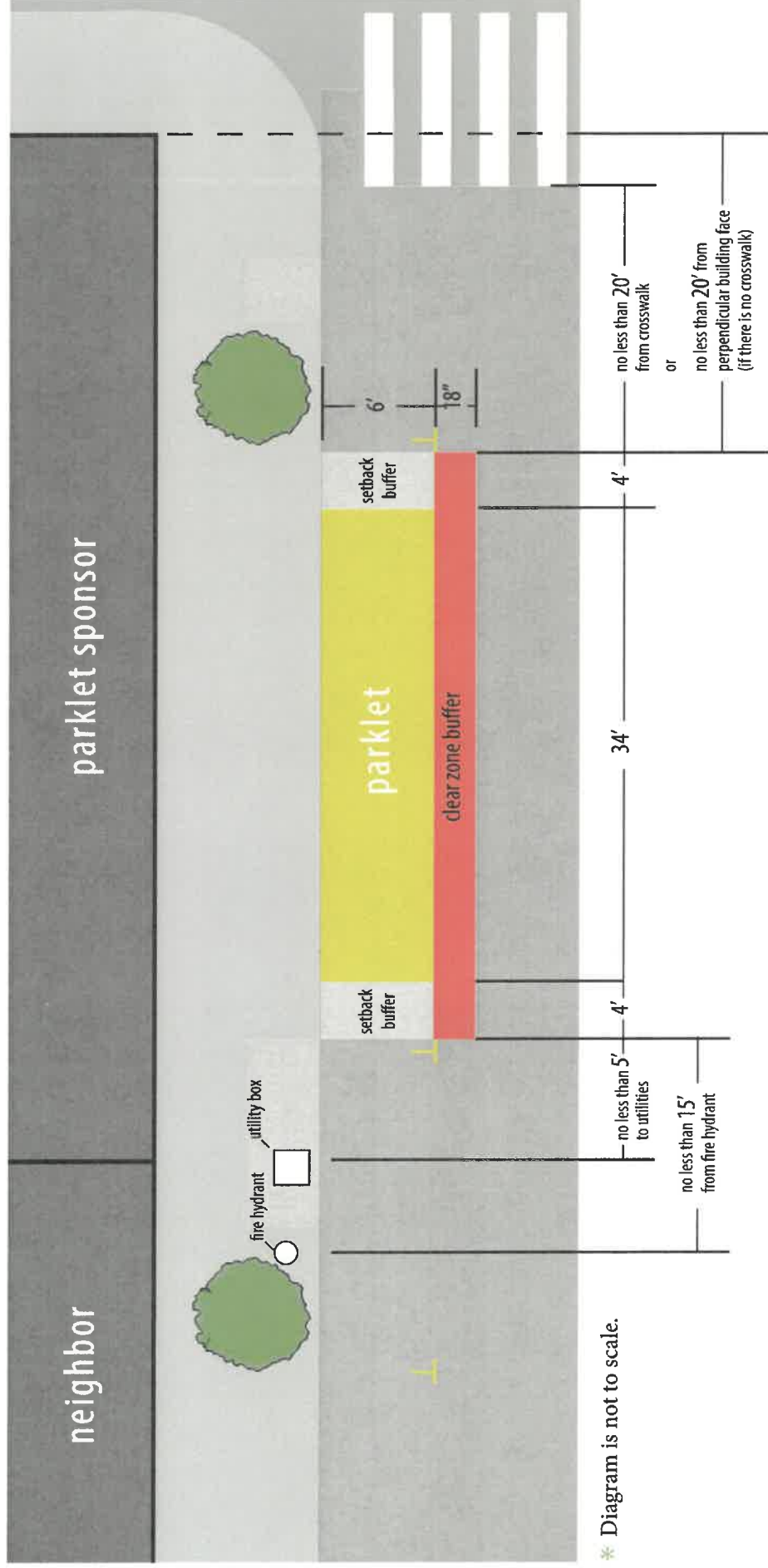
Where on the Street:

- Parklets should be **two on-street parking spots long**, though both shorter and longer proposals may be considered. This length is inclusive of curb-stops and wheel lengths.
- The parklet zone may not be longer than the frontage of the applicant's or supporting property owner's property line.
- Parklets must be placed such that they:
 - Maintain at least **5 feet of clearance** to utilities (including manholes and valve boxes), loading zones or handicapped parking spaces.
 - Are no closer than **60 feet to any bus stop or shelter**.
 - Are no closer than **15 feet from any fire hydrant**.
 - Do not **block stormwater drainage**.



WHEN APPLYING:

You must submit a scaled drawing or annotated map, like the one on the following page, showing the parklet location and distance to those elements.



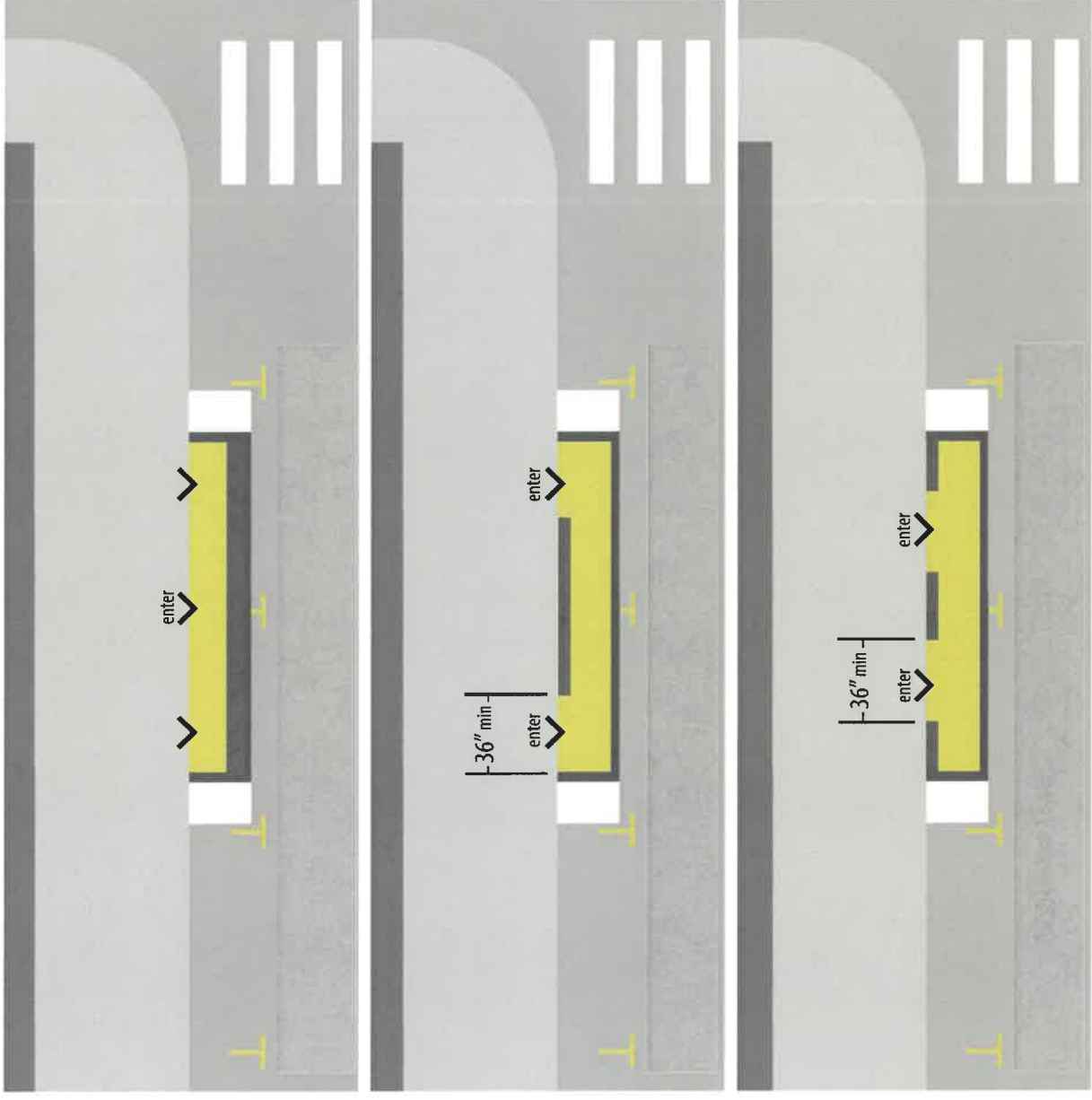
* Diagram is not to scale.

ENTRANCES:

- The sidewalk-facing side of the parklet should be **open to pedestrians**.
- The entrance on the sidewalk-facing side of the parklet should be placed so as to avoid existing tree wells and bike racks when possible.
- Parklet **decking must be flush with the curb** and may not have more than a ½ inch gap from the curb. If this is impossible, **the parklet must be ADA accessible**. A minimum 36" ADA-accessible entryway to the parklet must be maintained for all parklets.

REMEMBER:

Parklets must be accessible and safe. All parklet designs must satisfy all of the requirements listed here. Stamped engineering drawings for loading will be required.



* Diagram is not to scale.

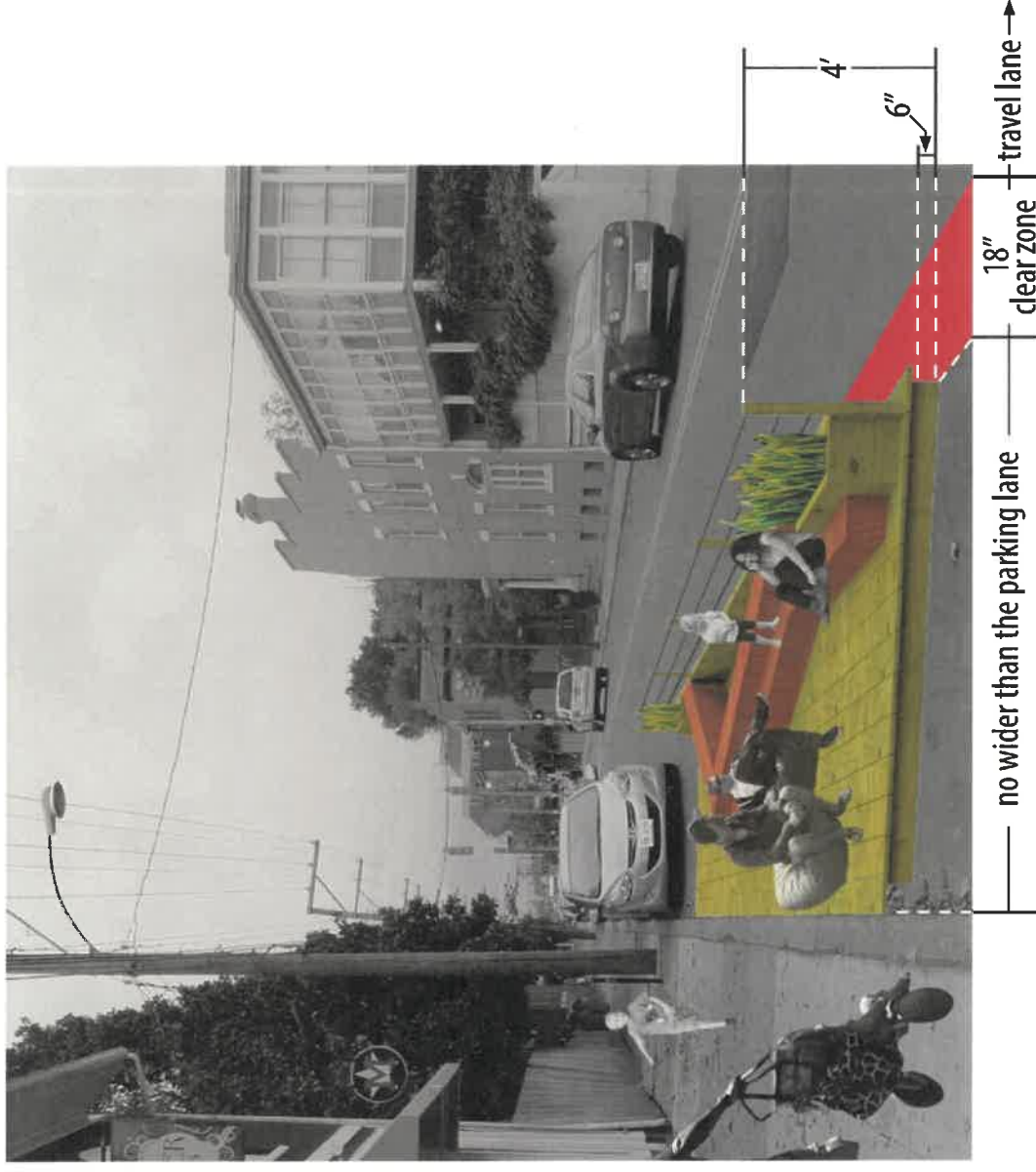
DESIGN PHASE Building the Parklets

WIDTH AND HEIGHT:

- Parklets should not be any wider than the **parking lane**. If no parking lane is striped, applicants shall consult with DPW to obtain official parking lane width at the proposed site.
- The outside-edge of the parklet railing must be 18" from the travel lane, creating an **18" clear zone**.
- The outside-edge of the parklet must be at least **6" high**. A reduced curb height may be permitted if existing physical constraints limit the height provided that at least a minimum 3" curb height at the street edge is provided.
- To withstand bumps, the outside edge of the parklet closest to the street should contain a beam of pressure-treated lumber with a cross-section of 6"x6" or equivalent.
- Parklets should have **vertical elements** that are visible to passing vehicles without obstructing driver views.
- **No wall or rail may be higher than 4'** as measured from street.

REMEMBER:

Parklets must be accessible and safe. All parklet designs must satisfy all of the requirements listed here. Stamped engineering drawings for loading will be required.



* Diagram is not to scale.

DESIGN PHASE Building the Parklets

LOADING:

- All rails must be capable of withstanding a **200-lb. horizontal force**.
 - Parklets should be finished with quality materials and must be able to support **100-lb. per square foot of live load**.
 - The **outside edge** of the platform must support **50-lbs. per linear foot of live load**.
 - All plans must clearly articulate the **spans and supports** to be used for the body of the parklet.
 - Applicants interested in utilizing fabric sails or other architectural features which may “catch” the wind must provide proof that the structure has the ability to withstand any required wind loads.
- Open guard rails are encouraged to reduce the risk of high winds using the guard rail to move the parklet.

REMEMBER:

Parklets must be accessible and safe. All parklet designs must satisfy all of the requirements listed here. Stamped engineering drawings for loading will be required.



3868 24th Street Parklet (Installed by Marin's Neighborhood Photo by: San Francisco Planning Department)



4754 Mission St Parklet (Hosted by EAG Mama Art Cafe) Photo by: Craig Holloway, The Sagan Piechota Architecture



200 Columbus Ave Parklet
Hosted by: Revelle Coffee Co.
Designed By: Cameron Holland at Sagan Piechota Architecture
Built By: Jeff Burwell
Installed: April 2014
Photos By: Samuel Heller

DESIGN PHASE Building the Parklets

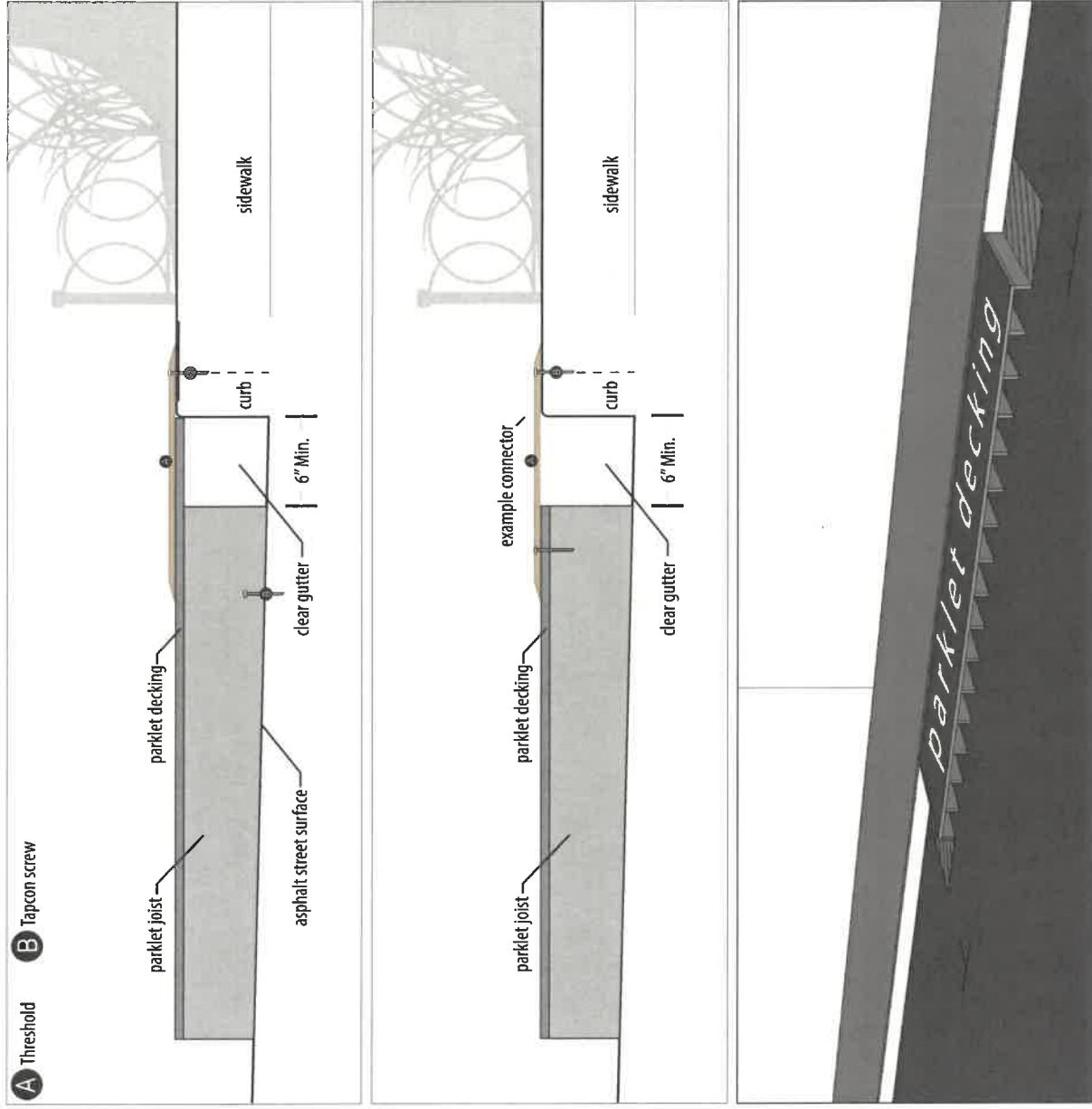
INSTALLATION:

- The platform must be easily assembled and disassembled.
 - The platform should allow for easy access underneath the platform; curbside drainage must not be impeded. A 6" gap from the face of the curb is desired.
 - The parklet decking should not contact the street surface in order to facilitate the movement of water.
 - The platform must be affixed to minimize unintentional shifting.
- Options include:
- anchoring into curb (concrete curb only)
 - anchoring to sidewalk over curb using plate straps
 - anchoring to street surface
 - anchors to be max 3/8"

If parklet is removed, anchor holes must be filled with sealer approved by DPW.

REMEMBER:

Parklets must be accessible and safe. All parklet designs must satisfy all of the requirements listed here. Stamped engineering drawings for loading will be required.



* Diagram is not to scale.

SIGNAGE:

- Parklets remain public space regardless of sponsorship, therefore alcohol, smoking and table service is prohibited in all parklets.
- Parklets must display two signs, with a maximum size of 6"x12", that says:
"Public Parklet | All seating open to the public."
- Parklets cannot contain advertising signage. In the case of a sponsorship, the parklet can display a sign of up to 1' x 2' with the following wording "Parklet (name) sponsored by (sponsor name)."

DESIGN ELEMENTS TO CONSIDER:

- lighting
- seating: bench, bar stools, etc.
- planters
- shade
- topography-influenced design



1234 Polk Street Parklet (Hosted by Quetzal Cafe)
Photo by: San Francisco Planning Department



2569 3rd St. Parklet
Hosted by: Museum of Craft and Design
Designed By: Bionic Landscape
Installed: October 2015
Photo By: David Leong

DESIGN PHASE Building the Parklets

ADDITIONAL SAFETY MEASURES:

- Parklets must be visible at night and must include a reflective element in their design or in surrounding soft hit posts.
- Parklets may have wheel stops installed 4' from the curb. Wheel stops may be affixed to the asphalt using a drill and bolts, provided the holes are filled with a polyurethane caulk, or a flat head screw, if the parklet is removed.
- Parklet design must incorporate any additional safety measures requested by the Department of Public Works.

REMEMBER:

Parklets must be accessible and safe. All parklet designs must satisfy all of the requirements listed here. Stamped engineering drawings for loading will be required.



4033 Utah Street Parklet (Hosted by Trouble Coffee)
Photo by: San Francisco Planning Department

6-44

THE APPLICATION PHASE

FIRST, ANSWER THESE...

- 1 Have you filled out the application form and paid the fee?**
- 2 Have you reviewed the Program Guidelines?**
- 3 Does your proposed location meet the criteria outlined in the guidelines?**

IF YOU ANSWERED YES TO ALL THREE, MOVE ONTO THE APPLICATION PROCESS

THE APPLICATION PROCESS

1. SUBMIT AN APPLICATION

Have you filled out the application form? Have you remembered to provide pictures and a map? Have you provided letters of support from adjacent property owners? If so, your application can be reviewed for location approval.

2. LOCATION REVIEW

DPU, DPW and PDR will review the parklet location to ensure it is safe and appropriate. Appropriate locations also ensure easy access to and from the parklet and comply with the location guidelines of this program. Project managers will contact the Applicant upon approval at which point the Applicant shall finalize community support.

3. FINALIZE COMMUNITY SUPPORT

Once the Applicants receive location approval from DPU, DPW and PDR they must then further prove evidence of support, to be demonstrated by things as letters of support by the councilperson, neighborhood association, merchant association, and community petitions. Applicants may submit designs for review to the Project Manager while finalizing community support.

4. DESIGN REVIEW

Applicants submit designs to the Project Manager for initial review by DPW, DPU and PDR. Project managers will contact the applicant upon completion of initial review, at which point the applicant shall provide all documents required for final approvals. The applicant will be asked to submit their design to the Urban Design Committee and Planning Commission for their review and approval.

5. FINAL APPROVALS

Upon design approval, the applicants shall present proof of insurance and sign a maintenance agreement with the City. At this point DPW will issue a Pedestrian Enhancement Permit which gives the applicant the right to operate a parklet. Applicants must separately submit a Work In Street Permit to DPW to receive permission to place the parklet in the right-of-way.

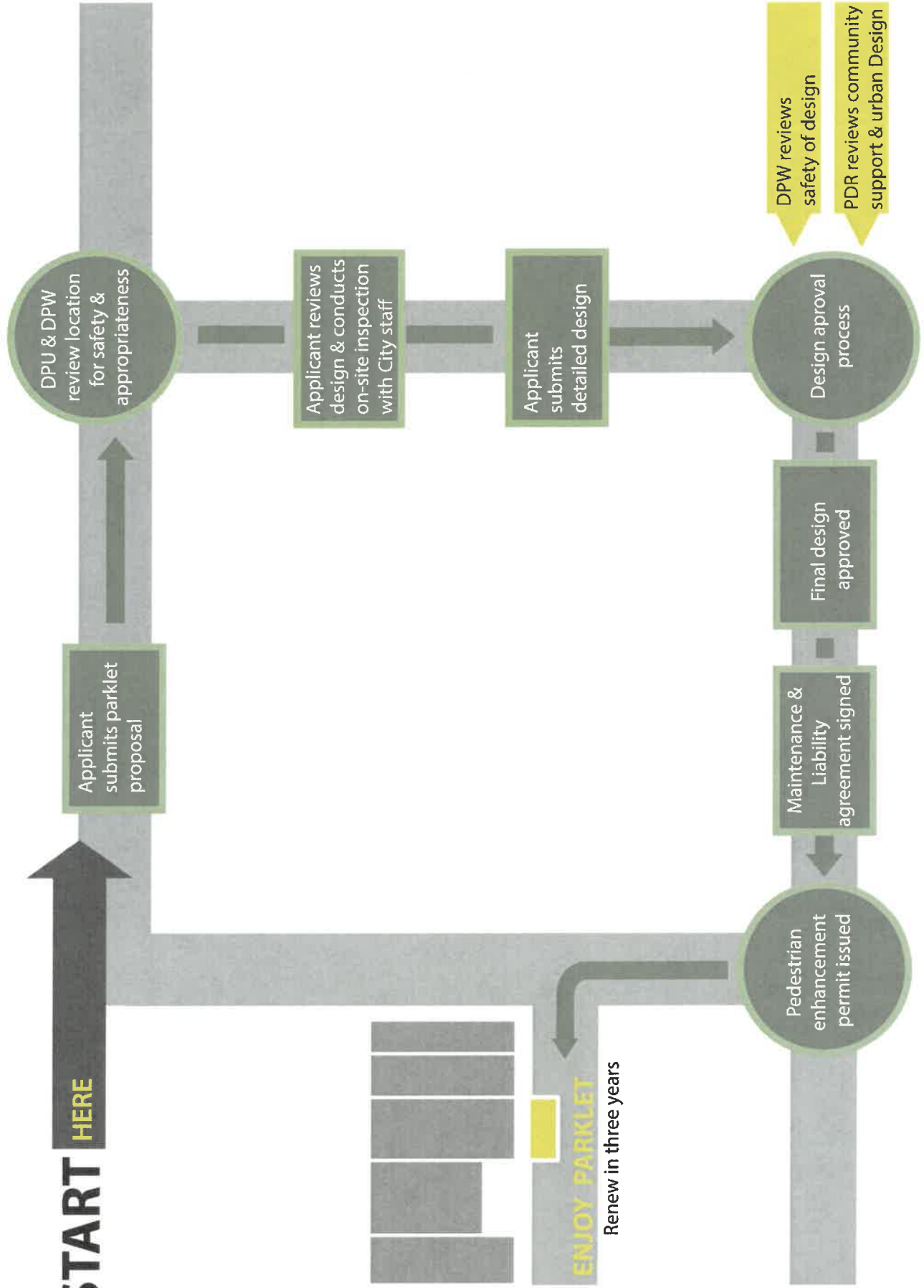
6. INSTALL PARKLET

With community support, design approval, and permits, applicants can install their parklets and the public can enjoy them!

SEE AN APPLICATION PROCESS FLOWCHART ON THE NEXT PAGE

THE APPLICATION PHASE

START HERE

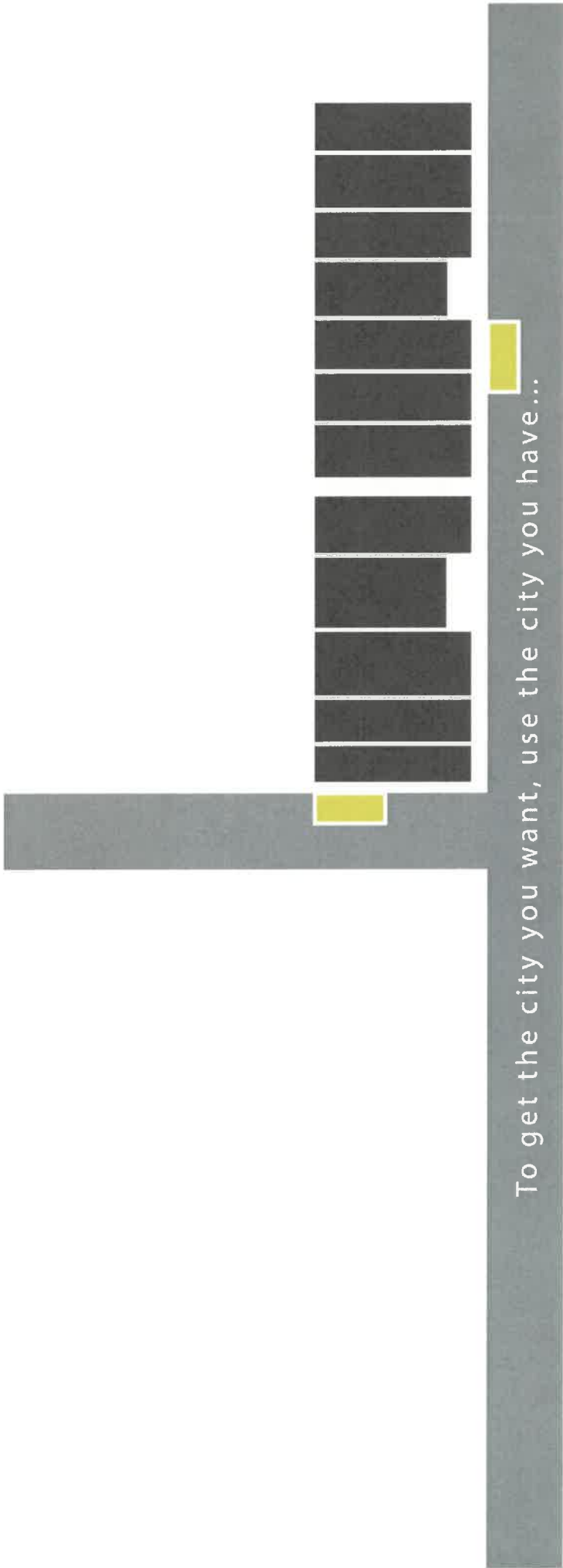


DPW reviews safety of design

PDR reviews community support & urban Design

6-46

6-47



NEW BUSINESS



NEW BUSINESS

July 17, 2023

AGENDA ITEM: 9A

Consideration of recommendation of re-appointment of Steve Sylvia to the Town's Industrial Development Authority with a term to expire August 1, 2027.

SUMMARY:

- Staff reached out to Mr. Steve Sylvia and Mr. David Rutt whose terms expire on the Town's IDA on July 30, 2023. Mr. Sylvia does wish to be re-appointed and Mr. Rutt does not. There will now be a vacancy on the Town's IDA.

MOTION:

"I move that Town Council re-appoint Mr. Steve Sylvia to the Town's Industrial Development Authority with a term to expire August 1, 2027."