



**Planning Commission Agenda
Work Session
Monday, May 12, 2025
Town of Orange Community Meeting Room**

6:00 p.m.

1. Call to order.

Roll Call:

Chairman Benjamin Sherman
Vice-Chair Page Sullenberger
Commissioner Rita Carroll

Commissioner Jeffrey Crane
Vacant
Mayor J. Harrison Cluff, *Ex-Officio*

- 2. Consideration of the Planning Commission Meeting Minutes of April 14, 2025.**
- 3. Continued Discussion on the Main Street Concept Plan.**
- 4. Continued Discussion regarding the Comprehensive Plan.**
- 5. Next Meeting – Tuesday, May 27, 2025, at 6p.m. – Regular Meeting.**
- 6. Adjournment.**

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

Planning Commission Meeting Minutes

April 14, 2025

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The Town of Orange Planning Commission held a work session meeting at 6:00 p.m., in the Town of Orange Community Meeting Room. Planning Commission members present were: Chairman Benjamin Sherman, Vice-Chair Page Sullenberger, Commissioners Rita Carroll (arrived at 6:03 p.m.) and Jeffrey Crane. Staff members present were Director of Community Development Deborah Kendall, Deputy Town Clerk Kimberly Strawser, CZA, CMC and Town Attorney Catherine Lea. Mayor J. Harrison Cluff was also present.

CALL TO ORDER

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

CONSIDERATION OF PLANNING COMMISSION MINUTES OF OCTOBER 28, 2024 AND NOVEMBER 12, 2024

A motion was made by Chairman Sherman, seconded by Vice-Chair Sullenberger, to approve the meeting minutes of October 28, 2024, and November 12, 2024, as presented. On vote, Chairman Sherman – aye, Vice-Chair Sullenberger – aye, Commissioner Carroll – aye, and Commissioner Crane – aye. Motion carried.

UPDATES FROM THE COMMISSION REGARDING COMPREHENSIVE PLAN COMMITTEES

Chairman Sherman welcomed Deborah Kendall the new Director of Community Development and asked her to introduce herself.

Chairman Sherman welcomed Jeffrey Crane the new Planning Commissioner and asked him to introduce himself.

Chairman Sherman welcomed Mayor J. Harrison Cluff to the Planning Commission as the ex-officio.

Chairman Sherman stated that there was an opening on the Planning Commission and if anyone was interested to contact the Deputy Town Clerk.

Chairman Sherman reported that the Comprehensive Plan Committees had been put on hold since November 2024.

The Director of Community Development asked the Commission how they wished to proceed with the revisions to the Comprehensive Plan. Vice-Chair Sullenberger stated that the Commission needed updated Census data. The Director of Community Development stated that Census data should be reviewed and updated moving forward. Chairman Sherman stated that Census data was received at their October 2024 meeting. Commissioner Carroll stated that better town representation was needed.

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Planning Commission Meeting Minutes

April 14, 2025

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The Director of Community Development reported on how the Town of Gordonsville made updates to their Comprehensive Plan. The Director of Community Development stated that community outreach meetings were held in different locations in Gordonsville, and they also had a survey that was sent out to residents/businesses.

After discussion, it was the consensus of the Commission to put together a survey, look into holding community meetings, and put out a Code Red regarding updates to the Comprehensive Plan. The Director of Community Development stated that she would put together a plan of action and bring it back to the Commission at their next meeting.

DISCUSSION ON MAIN STREET CONCEPT PLAN

Chairman Sherman reported that an email was received from Marsha Jacobs and given to the Commission regarding the Main Street Concept Plan.

The Director of Community Development stated staff was looking for feedback from the Commission regarding the Main Street Concept Plan so that their comments could be forwarded to Town Council.

After discussion, it was the consensus of the Commission that staff reach out to the engineer to see if they would be available to make a presentation regarding the Main Street Concept Plan. The Director of Community Development stated that she would reach out to the engineer.

UPDATES FROM THE DIRECTOR OF COMMUNITY DEVELOPMENT

The Director of Community Development stated that her latest report was included in their package, and she would provide this report each month. A brief discussion was held.

NEXT MEETING

Monday, April 28, 2025, at 6 p.m.

With no further business to come before the Commission, the meeting adjourned at 6:36 p.m.

Kimberly Strawser, CZA, CMC
Deputy Town Clerk

Chairman Benjamin Sherman

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AGENDA SUMMARY

May 12, 2025

Agenda Item #3

Main Street Concept Plan Review

SUMMARY

Following the Commission's review of the Main Street Concept Plan at their April 14th work session, the Director forwarded their questions to the consultant and asked whether someone from the design firm could be available at the Commission's regular meeting to present the concept plan and answer any additional questions.

Below are the questions asked by the Commission, and the respective answers from the design firm, Kimley Horn):

- How does the number of proposed parking spaces compare to what are currently available?
Kimley Horn: *Based on our desktop analysis, there are currently 42 parking spaces along the corridor. The concept plan also proposes 42 spaces. It appears that some of the existing spaces between Madison Road and the railroad tracks were not fully illustrated in the original graphic, which may have caused some confusion. We've since updated the plan graphic to reflect these spaces more clearly. (See attached).*
- Where will handicap parking be located?
Kimley Horn: *There are currently three designated accessible (handicap) parking spaces along the corridor, and we recommend maintaining those locations as part of the proposed improvements. These are marked in blue on the updated graphic.*
- Has the street been narrowed down from what it is currently?
Kimley Horn: *The existing roadway width is approximately 39 to 40 feet. As part of the concept, the roadway has been narrowed slightly to 37 feet between Madison Road and Caroline Streets, measured from the edge of the northern curb.*
- Will there be any parking on the southern side of East Main Street near the RR tracks?
Kimley Horn: *The existing parking spaces on the southern side of East Main Street near the railroad tracks are shown on the attached updated plan graphic.*

A representative from Kimley Horn plans to be available at the regular meeting via Zoom to present the concept plan to the Commission and to answer any additional questions from the group.

STAFF RECOMMENDATION:

Staff requests that the Commission provide constructive feedback on the concept plan as presented.

PLANNING COMMISSION VOTE/MOTION FOR CONSIDERATION:

Should the Commission wish to act on the concept plan as presented, the following motion is provided for consideration:

"I move that the Director of Community Development forward to the Town Manager a summary of Planning Commission comments regarding the Main Street Concept Plan, as presented."



AGENDA SUMMARY
May 12, 2025
Agenda Item #4

Continued Discussion regarding the Comprehensive Plan

SUMMARY

To follow the Commission's April 14th discussion regarding revision of the comprehensive plan and next steps, the director has prepared the following for review and consideration.

Data summary development

Staff will compile various demographic aspects for the town and develop a brief analysis of trends to help inform the development and review of comprehensive plan goals and objectives.

Estimated timeline: completion by August 1st for review by the commission at the August 11, 2025, work session.

Community survey development

With guidance from the Commission, staff will prepare a community survey to be used to solicit citizen input on the plan in conjunction with community meetings to be held in the late summer/early fall. Attached for the Commission's information and discussion is the comprehensive plan community survey from the Town of Gordonsville. We also found an online comprehensive plan community survey from Warren County and it may be viewed [here](#) (Warren County adopted its latest plan revision on April 1st). Staff has been in touch with the Town's website manager and we have the ability to create an online survey similar to what Warren County used.

Using other community surveys as a guide for general format, staff suggests that questions be divided into two sections: 1) general respondent demographic information; and 2) community perceptions and visions categorized by plan themes.

Estimated timeline: completion by June 30th for review by the commission at the July 14th work session.

Community meetings

As we discussed at the last work session, it is important to meet the community where they are when seeking input on town initiatives like the comprehensive plan. The public meeting held last September was a great start and follow-up meetings in other areas of the town will hopefully encourage more citizen participation.

It is suggested that community meetings be held in the late summer/early fall in conjunction with the release of the citizen survey and be held at a location downtown and in each of the four quadrants of the town. Suggested locations include the schools, firehouse, and churches. There are many civic groups in Orange, and information about the comprehensive plan update, community meetings and community survey may be promoted through presentations to these groups.

An agenda for the community meetings could look something like this:

- What is a Comprehensive Plan and why do we need it?
- Orange Today – A review of demographics and trends for the Town
- Comprehensive Plan goal review by theme, with each theme presented at a separate table with the discussion facilitated by a member of the commission or one of the subcommittee members who has worked on that theme. Participants move from table to table every 10-15 minutes so that everyone in the room gets a chance to provide feedback on each theme.
- Wrap up and next steps

Alternatively, a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis can be conducted at the meetings in place of the goal discussion with goals further established later by the commission using feedback from that exercise.

The details of the community meetings can be finalized as we get closer to having them, but I wanted to provide some initial guidance for discussion. It would be good to brainstorm meeting location and dates now so that we can begin planning and making space reservations.

Estimated timeline: set meeting locations and finalize meeting format/agenda by July 1st.

STAFF RECOMMENDATION:

None.

PLANNING COMMISSION VOTE/MOTION FOR CONSIDERATION:

None needed.



Community Survey 2011

The Town of Gordonsville is getting ready to update its Comprehensive Plan, which describes the desired future of the Town and how to achieve it. Town Council has authorized this survey to be conducted as part of the plan update process, and they want to know what you think! Every household in and around the Town is being given the opportunity to respond. Please let us know what you think by taking a few minutes to answer the following questions and then dropping the completed survey in the Town drop box behind Town Hall or in collection boxes provided in Town Hall, the Gordonsville Library, Gordonsville Food Lion, the Gordonsville Pharmacy, the Gordonsville Post Office, or the Gordonsville Visitor's Center NO LATER THAN THURSDAY, NOVEMBER 10, 2011 (just return the survey, the community meeting announcement is yours to keep!) All responses will remain confidential.

- With respect to the future growth and development of the Town, how important to you are the following issues? (circle the number that corresponds to the level of importance for each issue listed, and then briefly explain why you feel that way on the line below each item—feel free to attach an additional sheet if necessary)

	Very Important	Moderately Important	Important	Minimally Important	Unimportant	No opinion
Improving employment opportunities	5	4	3	2	1	0
Reason for choice:						
Keeping taxes affordable	5	4	3	2	1	0
Reason for choice:						
Working in the community in which you live	5	4	3	2	1	0
Reason for choice:						
Encouraging new and existing business growth	5	4	3	2	1	0
Reason for choice:						
Promoting the Town as a tourist destination	5	4	3	2	1	0
Reason for choice:						
Improving housing availability & affordability	5	4	3	2	1	0
Reason for choice:						
Improving streets in Town	5	4	3	2	1	0
Reason for choice:						
Improving the quality of education	5	4	3	2	1	0
Reason for choice:						
Supporting recreation programs for youth	5	4	3	2	1	0
Reason for choice:						
Providing more public playgrounds and parks	5	4	3	2	1	0
Reason for choice:						
Providing public safety	5	4	3	2	1	0
Reason for choice:						
Expanding the Town boundaries	5	4	3	2	1	0
Reason for choice:						
Preserving historic sites and structures	5	4	3	2	1	0
Reason for choice:						
Protecting scenic views and vistas	5	4	3	2	1	0
Reason for choice:						
Implementing a Town recycling program	5	4	3	2	1	0
Reason for choice:						
Creating an independent Town water supply	5	4	3	2	1	0
Reason for choice:						
Providing wireless/broadband service	5	4	3	2	1	0
Reason for choice:						

Tell us what you think—please return this survey by Thursday, November 10, 2011

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2. On what street do you live? _____

3. How long have you lived on that street? _____

4. Please circle one: I own my home I rent a house or apartment Neither of these

5. What type of housing do you think is needed in Town? (circle all that apply)

- | | |
|----------------------------|---|
| a. Single-family homes | d. A mix of single-family, townhouses/
condominiums & apartments |
| b. Townhouses/Condominiums | e. senior living |
| c. Apartments | f. none |

6. Please rate the following public services provided by the Town or the County (circle a rating for each):

	Excellent	Good	Fair	Poor	Are you willing to pay increased taxes to improve or expand services? (circle one)	If yes, what % tax increase are you willing to pay? (5%, 10%, etc.)
Police Protection	4	3	2	1	Y	N
Fire Protection	4	3	2	1	Y	N
Rescue Service	4	3	2	1	Y	N
Health & Social Services	4	3	2	1	Y	N
Recreation	4	3	2	1	Y	N
Schools	4	3	2	1	Y	N
Local Government	4	3	2	1	Y	N
Trash Collection/Disposal	4	3	2	1	Y	N
Library	4	3	2	1	Y	N
Streets and Sidewalks	4	3	2	1	Y	N
Town Website	4	3	2	1	Y	N
Learn to Swim Program	4	3	2	1	Y	N

7. My work status is: _____ Employed _____ Unemployed _____ Retired

8. If you are employed, in what locality do you work? _____

9. What type of employment opportunities would you like to see created in or around the Town? (please circle all that apply)

- | | |
|--|-----------------|
| a. Commercial/Retail/Wholesale | e. Construction |
| b. Manufacturing, Processing, Distributing | f. Technical |
| c. Farm related/Agri-business | g. None |
| d. Other (please specify _____) | |

10. What do you like most about living in the Town of Gordonsville?

11. What do you see as the greatest problem for the Town, now or in the future?

Thank you for participating in the update of the Town's Comprehensive Plan by taking the time to complete this survey!

*The Gordonsville Town Council
and Planning Commission*

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You're Invited!

The Town of Gordonsville will conduct community meetings in late October and early November to get public input on the update of the Town's Comprehensive Plan, the document that describes what Town citizens want for the future of the Town.

Meeting Dates and Places

Thursday, October 20, 2011, Union Baptist Church

Thursday, October 27, 2011, Gordonsville Fire Hall

Thursday, November 3, 2011, Gordonsville Town Hall Council Chambers*

*(*this meeting will target the business community;
however, all are welcome to attend)*

All meetings will be held from 7-9 p.m.

Light refreshments will be provided.

Come to a meeting ready to tell us your ideas

and help your Town develop

a blueprint for the future of your community!

Wait! Don't throw this away!

Town of Gordonsville Community Survey inside!

***Please take a few moments to fill it out and then
turn it in at one of the following convenient locations:***

- *Gordonsville Town Hall (in the lobby during business hours and
any time in the drop box behind the building)*
- *Gordonsville Post Office*
- *Gordonsville Food Lion*
- *Gordonsville Pharmacy*
- *Gordonsville Library*
- *Gordonsville Visitor's Center (across from the Post Office - weekends only)*
- *At the Community meetings (see reverse)*

Please return only the survey; the community meeting announcement is yours to keep!
If you have any questions, please contact Debbie Kendall, Town Planner,
at (540) 832-2233 or email dkendall@gordonsville.org.

Your participation is greatly appreciated!

**TOWN OF
GORDONSVILLE**
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