

Planning Commission Meeting Minutes

July 28, 2025

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The Town of Orange Planning Commission held a meeting at 6:00 p.m., in the Town of Orange Community Meeting Room. Planning Commission members present were: Commissioners Rita Carroll, Jeffrey Crane, and Benjamin Sherman. Staff members present were Director of Community Development Deborah Sturm, ICMA-CM, AICP, Deputy Town Clerk Kimberly Strawser, CZA, CMC and Town Attorney Catherine Lea. Commissioner Page Sullenberger and Mayor J. Harrison Cluff were absent.

CALL TO ORDER

The Director of Community Development called the meeting to order. The Deputy Town Clerk called roll and noted that there was a quorum present.

ELECTION OF CHAIR AND VICE – CHAIR

The Director of Community Development stated the elections of Chair and Vice-Chair were to be held annually at the first regular July meeting with a term of one year.

The Director of Community Development called for nominations for Chairman.

Commissioner Carroll nominated Commissioner Sherman as Chairman for the coming year.

There being no other nominations for Chairman the Director of Community Development called for a motion.

Motion was made by Commissioner Carroll, seconded by Commissioner Crane, to elect Commissioner Sherman as Chairman of the Town of Orange Planning Commission with a term to expire June 30, 2026. On vote, Commissioner Carroll – aye, Commissioner Crane – aye, Commissioner Sherman – aye, and Commissioner Sullenberger – absent. Motion carried.

The Director of Community Development turned the meeting over to Chairman Sherman.

Chairman Sherman called for nominations for Vice-Chairman.

Commissioner Carroll nominated Commissioner Crane as Vice-Chairman for the coming year.

There being no other nominations for Vice-Chairman, Chairman Sherman called for a motion.

Motion was made by Commissioner Carroll, seconded by Commissioner Sherman, to elect Commissioner Crane as Vice- Chairman of the Town of Orange Planning Commission with a term to expire June 30, 2026. On vote, Commissioner Carroll – aye, Commissioner Crane – aye, Commissioner Sherman – aye, and Commissioner Sullenberger – absent. Motion carried.

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PUBLIC COMMENT

Mr. Kent Higginbotham of 150 Blue Ridge Drive appeared before the Commission regarding flooding to property he owns at 381 Waugh Blvd. Mr. Higginbotham stated he had forwarded photos to members of the Commission before the meeting and will be forwarding them to Town Council, the Town Manager and the Director of Community Development as well.

Mr. Higginbotham also encouraged the Commission to look at the property he owns off of Macon Road, tax map #T43-47 before they decide on the zoning for the property.

CONSIDERATION OF PLANNING COMMISSION MINUTES OF JULY 14, 2025

Motion was made by Vice-Chairman Crane, seconded by Commissioner Carroll, to approve the meeting minutes of July 14, 2025, as presented. On vote, Chairman Sherman – aye, Vice-Chairman Crane – aye, Commissioner Carroll – aye, and Commissioner Sullenberger – absent. Motion carried.

DISCUSSION REGARDING THE ZONING OF A PORTION OF TAX MAP #T43-47

The Director of Community Development reported that TM#T43-47 containing 6.207 acres was boundary adjusted in the corporate limits of Town in 2002 but was not assigned a zoning classification at the time. The Director of Community Development stated that at the last Commission meeting it was discussed how that property might be zoned. The Director of Community Development reported that Traditional Residential – High was the Town's zoning classification that was desired by the property owner, Town Activity Center was the zoning classification of the adjacent property in town and Rural Residential was the zoning classification that is most like the zoning of the property when it was boundary adjusted from Orange County into the Town.

The Director of Community Development reported that the future land use map for the town shows the subject property adjacent to the area of Town as "Civic". The Director of Community Development stated that Civic land use classification was described as – schools, places of worship, government offices of use, clubs, institutional uses, hospitals, or public nursing homes.

The Director of Community Development reported that the property was adjacent to the Town's Comprehensive Plan "Prospect" planning sector. The Director of Community Development stated that the Prospect planning sector contained low, medium and high density residential, commercial, civic and civic land uses. The Director of Community Development stated further that TM #T43-47 was a part of a larger tract of land situated in Orange County and was zoned Agricultural.

The Director of Community Development stated that staff was seeking input from the Commission as to how the property should be zoned and was requesting the Commission to schedule a public hearing on the property once the preferred zoning classification was chosen.

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After discussion, motion was made by Vice-Chairman Crane, seconded by Commissioner Carroll, to schedule a public hearing for Monday, August 25, 2025, to receive public comment on the proposed zoning of the 6.207-acre portion of Orange County TM #43-47, known as TM #T43-47, to the Town of Orange Traditional Residential High Density zoning classification. On vote, Chairman Sherman – aye, Vice-Chairman Crane – aye, Commissioner Carroll – aye, and Commissioner Sullenberger – absent. Motion carried.

DISCUSSION OF COMPREHENSIVE PLAN COMMUNITY MEETING LOCATIONS

The Director of Community Development stated that at the Commission's last work session dates were discussed for the community meeting locations. The Director of Community Development requested feedback from the Commission on where the meetings would be held. After discussion the following meeting dates and locations were decided, and the meetings would be held from 6:30 p.m. – 8:30 p.m.

Date	Location	Plan Theme
September 25, 2025	Community Room	Population/Housing & Economy
October 2, 2025	Depot	Architectural Assets & Aesthetics, Environmental Assets
October 9, 2025	Round Hill Inn	Infrastructure & Transportation
October 16, 2025	Depot	Education, The Arts & Recreation
October 23, 2025	Community Room	Town & County Partnerships; Public Safety, Community Health & Government

DISCUSSION REGARDING KEAN ROAD SUBDIVISION SITE PLAN (SP2024-1)

The Director of Community Development stated that the site plan was submitted for a 21-lot subdivision and new street construction for property known as TM #44A3-1-12A in proximity to Orange Estates, known as the Kean Road Subdivision. The Director of Community Development reported that the plans had been reviewed and after four revised plan submittals, the plans were found to be in compliance with provisions of the zoning ordinance. The Director of Community Development stated that the plans were reviewed by Culpeper Soil and Water Conservation District and VDOT and were issued letters of approval.

The Director of Community Development stated that the Director of Public Works did have some concerns about the trees in the right-of-way. The Director of Community Development stated further that that all street trees would be moved out of the right-of-way and located on each lot no further than 15 feet from the right-of-way to avoid conflict with public utilities that will be located along the new street. The Director of Community Development reported that the site plan had been deemed complete and ready for Commission review and feedback.

After discussion, it was the consensus of the Commission to receive clarification about the status of the sidewalks on both sides of North Street.

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DISCUSSION OF SCHEDULING FOIA/COIA TRAINING

The Director of Community Development stated that annually the Town Attorney brings everyone up to speed on the Freedom of Information Act (FOIA) and Conflicts of Interest Act (COIA) so the Commission knows what the requirements are. The Director of Community Development stated that the Town Attorney would like to hold the training at the Commission's next work session on August 11th.

The Town Attorney reported that COIA training was required every two years. The Town Attorney reported further that since Mr. Crane's appointment training would be needed and offered the training to all the Commission to meet the requirements. The Town Attorney stated that she received feedback from the Director of Community Development and would be reissuing the Planning Commission's handbook.

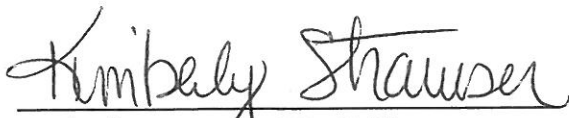
It was the consensus of the Commission to schedule the training for the August 11th meeting.

Commissioner Carroll stated that before progressing with the Comprehensive Plan, she would like to receive an update on any information on grants. Commissioner Carroll stated further that the Economic Development Manager that was hired last year was looking into opportunities. Commissioner Carroll stated that there was an RCP grant program and a Downtown Development grant that was just announced the past few days. Commissioner Carroll stated further that it would be helpful to know the status of grants the town was involved in.

NEXT MEETING

Monday, August 11, 2025, work session meeting at 6 p.m. Chairman Sherman stated that he would not be able to attend the August 11th meeting as he would be out of town.

With no further business to come before the Commission, the meeting adjourned at 6:49 p.m.


Kimberly Strawser, CZA, CMC
Deputy Town Clerk


Chairman Benjamin Sherman