



**Planning Commission Agenda
Monday, September 22, 2025
Town of Orange Community Meeting Room**

6:00 p.m.

1. Call to order.

Roll Call:

Chairman Benjamin Sherman
Vice-Chairman Jeffrey Crane
Commissioner Rita Carroll

Commissioner Martha Roby
Commissioner Page Sullenberger
Mayor J. Harrison Cluff, *Ex-Officio*

- 2. Public Comment** – *The Commission receives public input from residents and taxpayers of the Town. Citizens are encouraged to sign up prior to the beginning of the meeting and turn in a/their slip to the Deputy Town Clerk. Please note that Public Comment is limited to 3 minutes per individual.*
- 3. Consideration of the Planning Commission Meeting Minutes of August 25th & September 8, 2025.**
- 4. Continued Discussion of DRAFT FY2027-2032 Capital Improvements Plan.**
- 5. Continued Discussion of the Caroline Streetscape Concept Plan – DRAFT.**
- 6. Comprehensive Plan Community Meetings.**
- 7. Next Meeting – Tuesday, October 14, 2025, at 6 p.m. – Regular Meeting.**
- 8. 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
August 25, 2025
Page One

The Town of Orange Planning Commission held a meeting at 6:00 p.m., in the Town of Orange Community Meeting Room. Planning Commission members present were: Chairman Benjamin Sherman, Vice-Chairman Jeffrey Crane, and Commissioner Rita Carroll. 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. Mayor J. Harrison Cluff was also present. Commissioners Martha Roby and Page Sullenberger were absent.

CALL TO ORDER

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

PUBLIC COMMENT

There was no public comment.

PUBLIC HEARING – THE COMMISSION HELD A PUBLIC HEARING ON THE ZONING FOR TM#43-47

Chairman Sherman called for presentation from staff.

The Director of Community Development reported that in 2002 the 6.207-acre portion of Orange County TM#43-47 was annexed into the Town of Orange. The Director of Community Development stated that when the annexation process was completed, the 6.207-acre portion should have been assigned a zoning classification by the Town per §4-20.30 of the Zoning Ordinance.

The Director of Community Development stated that a letter was sent to the property owners to offer them an opportunity to provide input on the zoning of the property. The Director of Community Development stated further that the property owner desires the property to be zoned Traditional Resident – High (TR-H). The Director of Community Development reported that the advertisement for the public hearing reflected the TR-H zoning classification and adjoining property notifications were sent out.

The Director of Community Development stated that portion of the property located in Orange County was zoned Agricultural and the Future Land Use Map shows the property as Agricultural 2 which allows the mix of agricultural activities, residential neighborhoods and small-scale commercial uses. The Director of Community Development stated further that the TR-H zoning classification desired by the property owner permits Accessory Dwelling Units, Agriculture, Bed & Breakfast, Duplex Dwellings, Family Day Home, Ground floor residential, Group Homes, Multi-family Dwellings, Single Family Dwellings, and Townhouses. The Director of Community Development stated that the property owner has no current plans for the property.

The Director of Community Development stated that should the Commission wish to act on the zoning of the property, a motion for consideration was provided in their packets.

Chairman Sherman declared the Public Hearing open and called for public comment. There was no public comment.

Chairman Sherman declared the Public Hearing closed.

Chairman Sherman called for questions/comments from the Commission.

Chairman Sherman called for vote from the Commission.

The motion was made by Vice-Chairman Crane, seconded by Commissioner Carroll that the Planning Commission recommend to the Orange Town Council that the 6.207-acre portion of Orange County TM#43-47, known as TM #T43-47, be assigned the Town Orange Traditional Residential – High (TR-H) zoning classification. On roll call vote: Vice-Chairman Crane – aye, Commissioner Carroll – aye, Chairman Sherman – aye, Commissioner Roby – absent, Commissioner Sullenberger – absent. Motion carried.

Chairman Sherman stated that this would be forwarded to Town Council for their consideration.

CONSIDERATION OF PLANNING COMMISSION MINUTES OF JULY 28, 2025

Motion was made by Vice-Chairman Crane, seconded by Commissioner Carroll, to approve the meeting minutes of July 28, 2025, as presented. On vote, Chairman Sherman – aye, Vice-Chairman Crane – aye, Commissioner Carroll – aye, Commissioner Roby – absent, and Commissioner Sullenberger – absent. Motion carried.

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

The Director of Community Development stated at the Commission's meeting on July 28th they inquired about the sidewalk requirements for the project. The Director of Community Development reported that staff re-reviewed the zoning ordinance provisions and found that sidewalk construction was required on both sides of North Street adjacent to the Kean Road subdivision property.

After discussion, motion was made by Vice-Chairman Crane, seconded by Commissioner Carroll, that the Planning Commission recommend to the Zoning Administrator that the plans for the Kean Road Subdivision be approved, with the requirement of additional sidewalk all the way to Spicers Mill Road. On vote, Chairman Sherman – aye, Vice-Chairman Crane – aye, Commissioner Carroll – aye, Commissioner Roby – absent, and Commissioner Sullenberger – absent. Motion carried.

COMPREHENSIVE PLAN UPDATE/PROGRESS

The Director of Community Development provided the Commission with community meeting dates on index cards and these cards include a QR Code for the Comprehensive Plan survey. The Director of Community Development stated that the cards will be passed out at the street festival. The Director of Community Development stated further that the survey was available online and a townwide mailing would be going out by the end of the week.

DISCUSSION OF RESCHEDULING FOIA/COIA TRAINING

Chairman Sherman stated that the FOIA/COIA training has been scheduled for Monday, September 8th directly following the Commission's work session.

NEXT MEETING

Monday, September 8, 2025, work session meeting at 6 p.m.

With no further business to come before the Commission, the meeting adjourned at 6:17 p.m.

Kimberly Strawser, CZA, CMC
Deputy Town Clerk

Chairman Benjamin Sherman

Planning Commission Meeting Minutes
September 8, 2025
Page One

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: Vice Chairman Jeffrey Crane, Commissioners Rita Carroll, Martha Roby and Page Sullenberger. Staff members present were Director of Community Development Deborah Sturm, ICMA-CM, AICP, Deputy Town Clerk Kimberly Strawser, CZA, CMC and Economic Development Manager Chris Snider. Mayor J. Harrison Cluff was also present. Chairman Benjamin Sherman was absent.

CALL TO ORDER

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

DISCUSSION OF DRAFT FY2027-2032 CAPITAL IMPROVEMENTS PLAN (CIP)

The Director of Community Development made a presentation on the purpose of the CIP and how it works. The Director of Community Development requested that the Commission review the CIP and if the Commission had any other projects, they would like to see included that the CIP would be discussed further at their next meeting. The Director of Community Development stated that a public hearing would be held in October and then be ready for adoption at their November meeting. Vice Chairman Crane requested that Public Safety Building be included in the CIP. Commissioner Carroll stated that bigger picture items should be included.

Vice Chairman Crane welcomed Martha Roby to the Planning Commission.

REVIEW OF THE CAROLINE STREET – STREETSCAPE CONCEPT PLAN -DRAFT

The Director of Community Development provided the Commission with a DRAFT Caroline Street Streetscape plan. A discussion was held.

NEXT MEETING

Monday, September 22, 2025-regular meeting at 6 p.m.

The Deputy Town Clerk stated that the FOIA/COIA training has been cancelled and will be held at a later date.

With no further business to come before the Commission, the meeting adjourned at 6:43 p.m.



AGENDA SUMMARY

September 22, 2025

Agenda Item #4

Continued Discussion of DRAFT FY2027-2032 Capital Improvements Plan

SUMMARY

This matter is on the Planning Commission's agenda for the Commission to discuss the draft FY2027-2032 Capital Improvements Plan and rank projects as previously discussed.

For reference, the Town's FY2026 Budget may be viewed at [this link](#).

Attached for the Commission's review is a project summary regarding construction of a public safety building for the Town.

STAFF RECOMMENDATION:

None.

PLANNING COMMISSION VOTE/MOTION FOR CONSIDERATION:

None needed.



Project Request Form

FY2027-FY2032 CAPITAL IMPROVEMENT PROGRAM

1. Project Title: Public Safety Building

2. Department: Community Development

Project # CD2028-1

3. Purpose of Request:

- ☒ New Project
☐ Delete a Project
☐ Modify a Project
☐ Continue a Project

4. Level of Need:

- ☐ High Priority
☒ Medium Priority
☐ Low Priority

Project Start: FY2028

Project Completion: FY2030

5. Project Description/Location (attach additional sheets as needed): Construction of a 5,000 square foot public safety building to house the Town's police department. Possible locations are property owned by the Town behind the Orange Volunteer Fire Company or the former public works property on Montevista Avenue. The estimated cost is based on a nationwide construction cost average of \$600 per square foot.

6. Justification (attach additional sheets as needed): Currently the Town leases space in a privately-owned building located on Blue Ridge Drive to house the Town's police department. Constructing a public safety facility on property owned by the Town will reduce reliance on private property and allow the department to be more centrally located within the town.

7. Comprehensive Plan Relevance: Action PS2.2: Construct new police facility.

8. Cost Summary:

Fiscal Year –	2026-2027:	
	2027-2028:	\$500,000
	2028-2029:	
	2029-2030:	\$2,500,000
	2030-2031:	
	Total	\$3,000,000

9. Impact on Operational Costs/Personnel Requirements:

A new public safety facility to house the Town's police department will provide ample room for current staffing levels and provide for modest future department growth as needed. The impact on operational costs/personnel requirements includes added building and grounds maintenance for the Town.

10. Recommended Funding Category (check all that apply):

- ☒ General Fund
☐ State Transportation Fund
☒ Grant

- ☐ Proffers
☐ Water Fund
☐ Sewer Fund

☐ VDOT Matching Funds



AGENDA SUMMARY

September 22, 2025

Agenda Item #5

Review of the Caroline Street – Streetscape Concept Plan

SUMMARY

This matter is on the Planning Commission's agenda for continued discussion regarding the Caroline Street streetscape project.

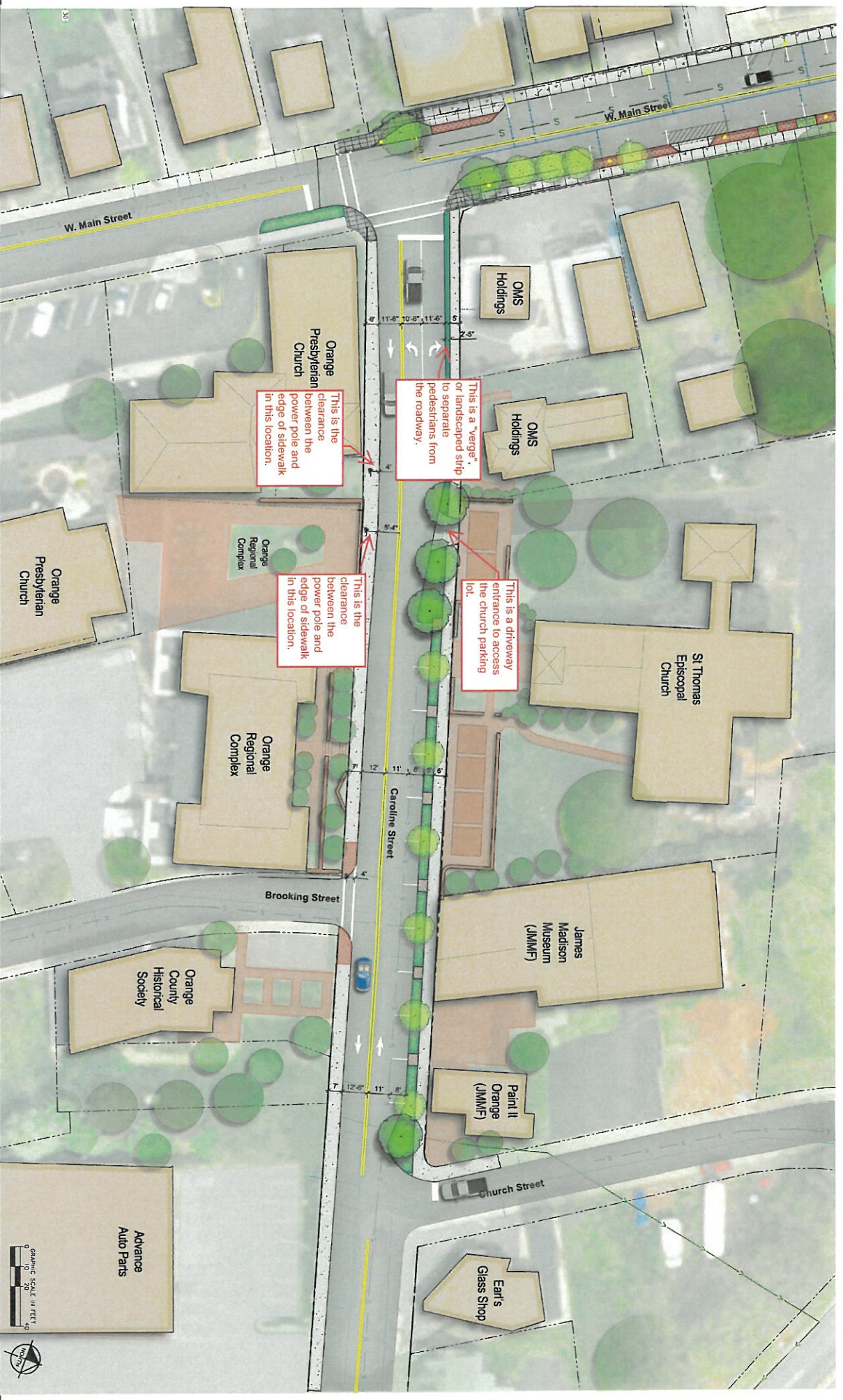
Staff requests feedback from the Commission on the draft concept as presented.

STAFF RECOMMENDATION:

None.

PLANNING COMMISSION VOTE/MOTION FOR CONSIDERATION:

None needed.



Town of Orange
Orange County, VA

Concept Plan
Caroline Street Master Plan

DRAFT

Kimley»Horn
September, 2025



AGENDA SUMMARY

September 22, 2025

Agenda Item #6

Comprehensive Plan Community Meetings

SUMMARY

Comprehensive Plan community meetings start Thursday, September 25th, 6:30 – 8:30 p.m.
See the complete schedule below.

Date	Location(meeting time 6:30 – 8:30p.m.)	Plan Theme
September 25, 2025	Town of Orange Community Room 235 Warren Street	Population and Housing, Economy
October 2, 2025	Town of Orange Train Depot 122 E. Main Street	Architectural Assets & Aesthetics, Environmental Assets
October 9, 2025	Round Hill Inn 771 Round Hill Road	Infrastructure, Transportation
October 16, 2025	Town of Orange Train Depot 122 E. Main Street	Education, The Arts, Recreation
October 23, 2025	Town of Orange Community Room 235 Warren Street	Town & County Partnerships; Public Safety, Community Health & Government

STAFF RECOMMENDATION:

None.

PLANNING COMMISSION VOTE/MOTION FOR CONSIDERATION:

None needed.