

Planning Commission Meeting Minutes
January 23, 2017
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The Town of Orange Planning Commission held a meeting at 7:00 p.m., in the Town of Orange Community Meeting Room. Planning Commission members present were: Chairman Benjamin Sherman, Vice-Chairman Robert Langford, Commissioners Charles Lovell, Donald Schafer & Page Sullenberger. Staff members present were Director of Community Development John Cooley, AICP, CZA and Deputy Town Clerk Kimberly Strawser, CZA, CMC. Councilmember Richard Langford 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.

DISPOSITION OF PLANNING COMMISSION MEETING MINUTES OF NOVEMBER 28, 2016

Minutes stand approved.

DISCUSSION OF SPECIAL USE PERMIT APPLICATION FROM DAN GREGG FOR BOXWOOD VILLA

A discussion was held regarding the special use permit application, case #SUP2017-1 received from Dan Gregg for the proposed Boxwood Villa, identified by tax map #04400000000050 on January 19, 2017. The Director of Community Development stated that the proposed use being requested is Country Inn - to be used for transient lodging facility for up to 10 guests (five bedrooms) and will be used for weddings, business conferences, rehearsal dinners, anniversary parties and small group retreats.

DISCUSSION OF THE TACO BELL SITE PLAN

A discussion was held regarding the Taco Bell site plan (SP2016-01). The Director of Community Development stated that the plan is substantially complete and provided the Commission with the DRAFT comment letter to the applicant, for their review. The Director of Community Development stated further that once the plan is complete staff will bring back to the Commission for review and discussion.

DISCUSSION OF THE ZONING ORDINANCE REVISIONS

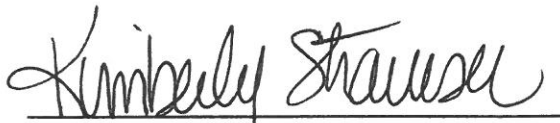
The Commission & staff reviewed the memo from the Director of Community Development dated January 19th in regards to the Zoning Ordinance updates. The consensus items (1-16) were reviewed and agreed upon as well as the proposed definition for Country Inn. The Commission will review the remaining items in the memo from the Director of Community Development at their next meeting on February 13, 2017.

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DISCUSSION OF COMPREHENSIVE PLAN UPDATES – THEMES 1-3

This discussion was tabled and will be discussed at a later date.

With no further business to come before the Commission, the meeting adjourned at 8:07 p.m.



Kimberly Strawser, CZA,CMC
Deputy Town Clerk



Benjamin Sherman, Chairman

Planning Commission Meeting Minutes
February 13, 2017
Page One

The Town of Orange Planning Commission held a work session meeting at 7:00 p.m., in the Town of Orange Community Meeting Room. Planning Commission members present were: Vice-Chairman Robert Langford, Commissioners Charles Lovell and Donald Schafer. Staff members present were Director of Community Development John Cooley, AICP, CZA and Deputy Town Clerk Kimberly Strawser, CZA, CMC. Chairman Benjamin Sherman, Commissioner Page Sullenberger and Councilmember Richard Langford were absent.

CALL TO ORDER

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

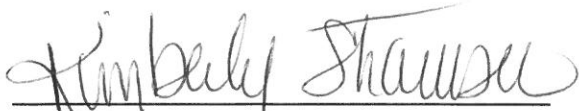
CONTINUED DISCUSSION OF SPECIAL USE PERMIT APPLICATION FROM DAN GREGG FOR BOXWOOD VILLA

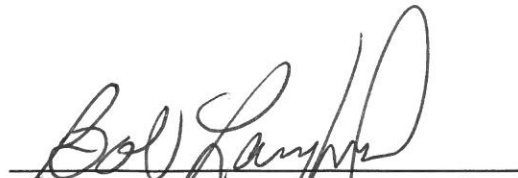
A discussion was held regarding the special use permit application from Spottiswoode Lodge, Inc., case #SUP2017-01 for the proposed Boxwood Villa located at 285 West Main Street, tax map #04400000000050. The Director of Community Development stated that the special use request is to conduct business of a Country Inn, to be used for transient lodging for up to 10 guests (five bedrooms) and will be used for weddings, business conferences, rehearsal dinners, anniversary parties and small group retreats. Mr. Dan Gregg was present and answered questions from the Commission. After discussion it was the consensus of the Commission to move forward with a public hearing. Staff stated that the public hearing would be held on March 13, 2017.

DISCUSSION OF THE ZONING ORDINANCE REVISIONS

Staff and the Commission reviewed the memo from the Director of Community Development dated February 10, 2017 regarding the proposed zoning ordinance updates. The Director of Community Development reviewed items under "text changes" in his memo. Discussion will continue at the Commissions next meeting beginning with "crematoriums" under table of permitted uses.

With no further business to come before the Commission, the meeting adjourned at 7:47 p.m.


Kimberly Strawser, CZA, CMC
Deputy Town Clerk


Vice-Chairman Robert Langford

Planning Commission Meeting Minutes
February 27, 2017
Page One

The Town of Orange Planning Commission held a meeting at 7:00 p.m., in the Town of Orange Community Meeting Room. Planning Commission members present were: Chairman Benjamin Sherman, Vice-Chairman Robert Langford, Commissioners Donald Schafer & Page Sullenberger. Staff members present were Director of Community Development John Cooley, AICP, CZA and Deputy Town Clerk Kimberly Strawser, CZA, CMC. Councilmember Richard Langford was also present. Commissioner Charles Lovell was 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.

DISPOSITION OF PLANNING COMMISSION MEETING MINUTES OF JANUARY 23RD & FEBRUARY 13, 2017

Commissioner Schafer stated that Chairman Sherman wasn't at the meeting on February 13th and that Vice-Chairman Langford should be the one to sign the minutes. Deputy Town Clerk noted and stated she would make that change. Minutes approved with revision.

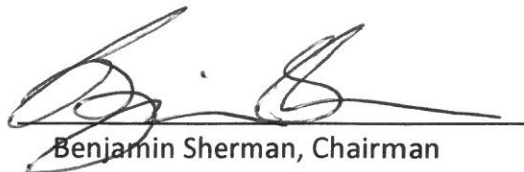
CONTINUED DISCUSSION OF ZONING ORDINANCE REVISIONS

The Director of Community Development stated that items 1-28 in his memo dated February 23rd had been agreed to by the Commission at their previous meetings. The Commission and staff continued their discussion of zoning ordinance revisions.

With no further business to come before the Commission, the meeting adjourned at 8:26 p.m.



Kimberly Strawser, CZA,CMC
Deputy Town Clerk



Benjamin Sherman, Chairman

Planning Commission Meeting Minutes

March 13, 2017

Page One

The Town of Orange Planning Commission held a work session meeting at 7:00 p.m., in the Town of Orange Community Meeting Room. Planning Commission members present were: Chairman Benjamin Sherman, Vice-Chairman Robert Langford, Commissioners Charles Lovell, Donald Schafer and Page Sullenberger. Staff members present were Director of Community Development John Cooley, AICP, CZA and Deputy Town Clerk Kimberly Strawser, CZA, CMC. Councilmember Richard Langford was 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 HEARINGS

PUBLIC HEARING ON THE CONSIDERATION OF AN AMENDMENT TO THE ZONING ORDINANCE TO AMEND THE DEFINITION OF COUNTRY INN (§14-20.79)

The Planning Commission held a public hearing on the consideration of an amendment to the Zoning Ordinance to amend the definition of Country Inn §14-20.79 striking the following language:

...and meals served to walk in customers in addition to person lodging at the inn.

And replacing with the following:

...with meals, if any, served to persons lodging at the inn and may be served to walk in customers.

Chairman Sherman called for presentation from the Director of Community Development.

The Director of Community Development stated that staff was suggesting that the definition for Country Inn be amended as stated.

Chairman Sherman declared the Public Hearing open and called for public comment.

Mr. Dan Gregg stated he supported the proposed amendment. With no other public comment Chairman Sherman closed the public hearing.

Chairman Sherman called for questions or comments from the Commission. There being none he called for vote from the Commission.

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Motion was made by Commissioner Schafer, seconded by Commissioner Sullenberger to recommend approval of the amendment to the zoning ordinance to amend the definition of Country Inn §14-20.79 as presented; and forward to Town Council for public hearing and their consideration. On vote, Chairman Sherman – aye, Vice Chairman Langford – aye, Commissioner Lovell – aye, Commissioner Schafer – aye, Commissioner Sullenberger – aye. The motion carried unanimously.

PUBLIC HEARING ON THE SPECIAL USE PERMIT REQUEST FROM SPOTTISWOOD LODGE, INC.,
CASE #SUP2017-01

The Planning Commission held a public hearing on the special use permit request from Spottiswoode Lodge, Inc., Case #SUP2017-01

Chairman Sherman called for presentation for the Director of Community Development.

The Director of Community Development stated staff received a request from Dan Gregg on behalf of Spottiswoode Lodge, Inc., on January 19, 2017 for 285 West Main, Tax Map #04400000000050 (where the Commission met at 5 p.m. to look at the site). The Director of Community Development reported that the special use being requested would be used for transient lodging facility for up to 12 guest rooms, event facility to be used for weddings for up to 150 guests, business conferences, rehearsal dinners, anniversary parties and small group retreats. The Director of Community Development stated that the property is currently zoned Rural Residential (RR) and that Chapter 19, Article 5-05.10 provides for this use through the special use permit process.

Chairman Sherman declared the public hearing open and called for public comment. There being none, Chairman Sherman closed the public hearing.

Chairman Sherman called for questions or comments from the Commission. Mr. Dan Gregg asked about special event permit. The Director of Community Development stated that he would discuss with the Town Clerk about the possibility of using the Music/Entertainment permit.

Motion was made by, Commissioner Sullenberger, seconded by Commissioner Lovell to recommend approval of the special use permit request from Spottiswoode Lodge, Inc., case #SUP2017-01 and forward to Town Council for their consideration. On vote, Chairman Sherman – aye, Vice Chairman Langford – aye, Commissioner Lovell – aye, Commissioner Schafer – aye, Commissioner Sullenberger – aye. The motion carried unanimously.

DISCUSSION OF UPDATING RECYCLING COLLECTION POINTS DEFINITION IN THE ZONING
ORDINANCE

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The Director of Community Development reported that there has been an ongoing issue with recycling collection points within the residential zoning district. The Director of Community Development stated that currently the zoning ordinance defines a Recycling Collection point as, an incidental use that serves as a neighborhood drop-off point for recoverable resources, for temporary storage in containers, or small structures, not including processing of such items. The Director of Community Development stated further that recycling collection points are permitted by right in all zoning districts except Traditional Town Center where a special use permit is required. The Director of Community Development stated that staff recommended the following update to the definition:

An incidental use that serves as a drop-off point for recoverable resources, for temporary storage in containers, or small structures, not including processing of such items. Recycling Collection Points are prohibited within any residential district except on publically owned land and which facility is operated by the locality or under the locality's oversight. Except where a Recycling Collection point is located on Town property all activities must be kept on private property.

The Director of Community Development requested that the Table of Permitted Uses be updated to allow by right use in Town Activity Center, Rural Commercial & Traditional Industrial zoning districts.

After discussion, Commission agreed with the update of the recycling collection point definition with the addition of the word "covered" containers.

It was consensus of Commission to remove by-right from residential zoning districts from the Table of Permitted Uses 5.5-10. A discussion was held in regards to removing special use permit for the Traditional Town Center. After discussion it was decided to leave recycling collection points in Traditional Town Center by special use permit.

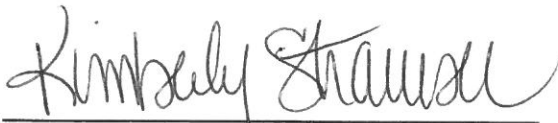
CONSIDERATION OF DRAFT FINAL ZONING ORDINANCE UPDATES

The Director of Community Development requested that the recycling center definition and table be included to the updates for the Zoning Ordinance. The Director of Community Development stated that the DRAFT FINAL Zoning Ordinance updates were included in their packages. The Director of Community Development stated further that these are the updates that have been discussed during the past three Planning Commission meetings. The Director Community Development stated that staff recommends that the Commission authorize the updates and to move forward to schedule a public hearing.

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It was consensus of the Commission to authorize staff to move forward with advertising the public hearing for the updates to the zoning ordinance (memo dated March 8, 2017) and to include recycling center definition and table as discussed.

With no further business to come before the Commission, the meeting adjourned at 7:45 p.m.



Kimberly Strawser, CZA, CMC
Deputy Town Clerk



Chairman Benjamin Sherman

Planning Commission Meeting Minutes

April 24, 2017

Page One

The Town of Orange Planning Commission held a work session meeting at 7:00 p.m., in the Town of Orange Community Meeting Room. Planning Commission members present were: Chairman Benjamin Sherman, Vice-Chairman Robert Langford, Commissioners Charles Lovell, Donald Schafer and Page Sullenberger. Staff members present were Director of Community Development John Cooley, AICP, CZA and Deputy Town Clerk Kimberly Strawser, CZA, CMC. Councilmember Richard Langford was 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 HEARINGS

TEXT AMENDMENTS TO CHAPTER 19, ARTICLES 1-14 OF THE TOWN OF ORANGE ZONING ORDINANCE

The Planning Commission held a public hearing on the proposed amendments to Article 1-14 of the Town of Orange Zoning Ordinance.

The Director of Community Development reported that the proposed amendments were in their package and were reviewed at the last meeting. Proposed amendments are as follows:

General spelling corrections to Article 1: Zoning Authority, Article 2-70.30 Board of Zoning Appeals, subsection F, Article 3-25.40 Cost of Notice, Article 3-30.60 Amendments, Article 3-40.90 Uses not Listed, Article 3-60 Appeals to the Board of Zoning Appeals, Article 5-40.6-Development Standards-Transect 5-Building Requirement Setbacks, Article 5-50.82 Sidewalks (b), Article 8-40.30 Alternative Parking Strategies, Article 11-20.20 Special Sign Permits, Article 12 Site Development Plan sections 20.30, 50.70, & 50.80, Article 13 Supplementary Use Regulations subsection 30.30 (b) (14), and Article 14-20.60 Commercial Vehicles.

The Director of Community Development stated that the proposed text amendments were the following:

- Article 2:2-50.30 Authority to Continue – add Modification or Variance in accordance with the procedures set forth in Section 3-50...(Special Use Permits)...repeal “2-60” and replace with 3-30
- Article 2-50.60 Nonconforming Buildings and Structures (b) Expansion: ...add all new construction must meet existing setback requirements...repeal “an expansion shall be deemed to increase the extent of the nonconformity if such expansion: i. Increases the footprint area of the portion of the structure encroaching into the required minimum setback area; or ii.

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Increases the distance between any portion of the structure and the maximum required setback line, if applicable.”

- Article 4: Zoning Districts and Map, Table 4-10 Districts – add the UDA Overlay and Round Hill (Uptown Orange North) districts to the table.
- Article 4-20.20 Interpretation of District Boundaries (d) ...add private ... with the exception of Town maintained road right of way and railroad right of way.
- Article 5-05.10 Table of Permitted Uses – repeal “crematorium” as special use within the Traditional Town Center district and repeal recycling collection points from within the Rural Residential, Traditional Residential Low & Traditional Residential High zoning districts.
- Article 5-10 Rural Residential – 5-10.40 Building Requirements – (e) Accessory Structures – adding language to establish setbacks for accessory structures.
- Article 5-20.40 Traditional Residential-Low Density (TRL) – adding language to establish setbacks for existing structures located within the TRL zoning district.
- Article 5-20.40 Traditional Residential-Low Density (f) – to establish side and rear setbacks as 3 feet for accessory structures.
- Article 5-30.30 Traditional Residential-High Density Development Standards – adding language to establish setbacks for existing/established neighborhoods and also establishing setbacks, location and square footage for accessory structures.
- Article 5-20.70 Utility Requirements – adding language to define temporary construction.
- Article 5-30.30 Development Standards – Parking – (g) Front Setbacks
- Article 5-30.30 Development Standards – Building Requirements – Setbacks- adding language to establish setbacks for duplexes/townhouses with common walls
- Article 5-50 Town Activity Center – 5-50.30 Development Standards-Setbacks-adding language to establish setbacks, location and square footage for accessory structures.
- Article 8 Off Street Parking – 8-05 Applicability - clarifying the minimum number of off-street parking spaces
- Article 12 Site Development 12-20.10 When Required – (a) 2) ... add fee simple ... before the words rights of way. (b) 1) ... add or when new construction disturbs 10,000 square feet or more
- Article 12 sections 12-30(m), 12-50.60, 12-50.70(c) and 12-50.90: Ensure that these sections agree on timeframes and conditions when surety bonds may be reduced or released.
- Article 14 – Definitions

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Adding definitions for "temporary construction", "retaining wall", "cemetery", and "ground floor residential" and updating the definition for "recycling collection points" and "impervious surface or area".

Chairman Sherman declared the public hearing open and called for public comment.

There being no public comment Chairman Sherman declared the public hearing closed.

Motion was made by Commissioner Schafer seconded by Commissioner Lovell to recommend approval of the text amendments to Chapter 19, Articles 1-14 of the Town of Orange Zoning Ordinance as presented; and forward to Town Council for public hearing and their consideration. On vote, Chairman Sherman – aye, Vice-Chairman Langford – aye, Commissioner Lovell – aye, Commissioner Schafer – aye, and Commissioner Sullenberger – aye. Motion carried unanimously.

PLANNING COMMISSION MEETING MINUTES OF FEBRUARY 27TH & MARCH 13, 2017

Minutes stand approved.

SIGN ORDINANCE DISCUSSION

The Director of Community Development stated that Commissioners received notebooks with their packages with information to begin reviewing updates to the Town's sign ordinance to look at making the ordinance more content neutral. A discussion was held.

With no further business to come before the Commission, the meeting adjourned at 7:39 p.m.



Kimberly Strawser, CZA, CMC
Deputy Town Clerk



Chairman Benjamin Sherman

Planning Commission Meeting Minutes

May 8, 2017

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: Chairman Benjamin Sherman, Vice-Chairman Robert Langford, Commissioners Charles Lovell and Page Sullenberger. Staff members present were Director of Community Development John Cooley, AICP, CZA, Town Attorney Gail S. Marshall and Deputy Town Clerk Kimberly Strawser, CZA, CMC. Commissioner Donald Schafer and Councilmember Richard Langford 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.

CONTINUED DISCUSSION OF SIGN ORDINANCE UPDATES

The Town Attorney reviewed materials provided to the Commission regarding the US Supreme Court decision of Reed v Town of Gilbert and discussed content neutral signage. A lengthy discussion was held in regards to the Town's sign ordinance and the creation of an Air bnb Ordinance. The Town Attorney stated that the Town Code, Section 52 contained an existing sign ordinance. The Town Attorney stated that the Commission may want to recommend having that repealed, since our zoning ordinance contains the sign ordinance.

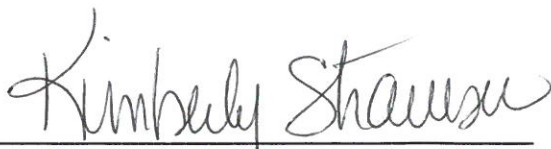
After discussion the Commission stated that they would proceed with using the model ordinance provided from the Town Attorney and conform it to make it fit for the Town. It was decided that at their next meeting they would begin with sign definitions.

The Commission will proceed to discuss the Air bnb Ordinance in their upcoming meetings.

NEXT MEETING

The Commission decided to meet at 6 p.m. on Monday, May 22, 2017.

With no further business to come before the Commission, the meeting adjourned at 7:10 p.m.



Kimberly Strawser, CZA, CMC
Deputy Town Clerk



Chairman Benjamin Sherman

Planning Commission Meeting Minutes

May 22, 2017

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 Robert Langford, Commissioners Donald Schafer and Page Sullenberger. Staff members present were Director of Community Development John Cooley, AICP, CZA, Town Attorney Gail S. Marshall and Deputy Town Clerk Kimberly Strawser, CZA, CMC. Councilmember Richard Langford was also present. Commissioner Charles Lovell was 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.

MEETING MINUTES OF APRIL 24TH & MAY 8, 2017

Commissioner Schafer stated that "BNB" in the May 8th meeting minutes should be lower case "bnb". Meeting minutes of April 24th stand approved and the meeting minutes of May 8th approved as amended.

CONTINUED DISCUSSION OF SIGN ORDINANCE UPDATES – GENERAL PROVISION & DEFINITIONS

A discussion was held on the memo dated May 10, 2017 from the Town Attorney in regards to recommendations on the sign ordinance general provisions & definitions. The Commission reviewed the DRAFT sign ordinance (dated May 17, 2017) up to Article 2. The Director of Community Development requested that the Commission finish reviewing the DRAFT sign ordinance and be prepared to discuss in upcoming meetings.

DISCUSSION OF AIR B AND B

The Director of Community Development reported that at the last Town Council meeting a discussion was held in regards to the creation of an Air bnb Ordinance. The Director of Community Development stated that Council requested that the Commission move forward with the discussion and up the priority of creating an ordinance. Commission requested that for future discussions it would be helpful to have Bed & Breakfast owners involved in discussions.

A lengthy discussion was held regarding Air bnb Ordinance/Short Term Rentals.

NEXT MEETING

The next Planning Commission meeting will be on June 12, 2017 at 6 p.m.

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June 12, 2017

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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-Chairman Robert Langford, Commissioners Donald Schafer and Page Sullenberger. Staff members present were Director of Community Development John Cooley, AICP, CZA, Town Attorney Gail S. Marshall and Deputy Town Clerk Kimberly Strawser, CZA, CMC. Councilmember Richard Langford was also present. Commissioner Charles Lovell was absent. Sharon and Sam Elswick of the Holladay House Bed and Breakfast were 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.

CONTINUED DISCUSSION OF SIGN ORDINANCE UPDATES

The Director of Community Development reported after discussions with the Town Attorney that all sign information will be included in Article 11 of the Zoning Ordinance; any other mentions in regards to signs would need to be deleted. The Director of Community Development reported further that the Commission would need to request that Council delete Article 5.4 in Town Code and that this could be done at time of the public hearing.

The Commission continued their review of the DRAFT Sign Ordinance starting with Section 3 – Permit Required. The Commission stopped at Section 5 and will continue their discussion at their next meeting.

CONTINUED DISCUSSION OF AIR BNB/SHORT TERM RENTALS

The Commission continued their discussion regarding short term rentals. Sam & Sharon Elswick of the Holladay House Bed and Breakfast were present to discuss their point of view regarding short term rentals. The Town Attorney suggested that there be a registry for short term rentals.

After discussion the Commission requested that staff place an ad in the paper inviting citizens and interested parties to their next meeting for input in regards to the short term rental registry.

NEXT MEETING

The next Planning Commission meeting will be on Monday, June 26, 2017 at 6 p.m.

Planning Commission Meeting Minutes

June 12, 2017

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With no further business to come before the Commission, the meeting adjourned at 7:45 p.m.

Handwritten signature of Kimberly Strauser in cursive script.

Kimberly Strawser, CZA, CMC
Deputy Town Clerk

Handwritten signature of Benjamin Sherman in cursive script.

Chairman Benjamin Sherman

Planning Commission Meeting Minutes
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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: Chairman Benjamin Sherman, Vice-Chairman Robert Langford, Commissioners Charles Lovell, Donald Schafer and Page Sullenberger. Staff members present were Director of Community Development John Cooley, AICP, CZA, Town Attorney Gail S. Marshall and Deputy Town Clerk Kimberly Strawser, CZA, CMC. Councilmember Richard Langford was 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.

CONTINUED DISCUSSION OF SHORT TERM RENTALS

The Director of Community Development gave an overview of the memo provided by the Town Attorney dated June 26, 2017.

Chairman Sherman invited members of the public to come forward to speak.

Mr. Lynn Koczur of 259 Parker Place stated he wanted to know why the Commission is doing this and sees no need for it. Chairman Sherman stated that it came to our attention from the Town Attorney and the town feels the need to have the ordinance in place for future purposes. Mr. Koczur stated further that bed and breakfast will not be affected by short term rentals.

The Town Attorney stated at the General Assembly Air bnb were discussed and that they are pressing the state and wanting the state to collect taxes. The Town Attorney reported that towns and cities should handle this at a local level instead of the state level.

Ms. Victoria Tourville of 278 Caroline Street – Inn on Poplar Hill stated that she is support of the short term rental registry.

Sharon Elswick of the Holladay House Bed and Breakfast explained to Mr. Koczur how Air bnbs work and is in support of the short term rental registry.

After discussion and review of the questions in the memo (dated June 26, 2017) the Director of Community Development stated that staff will put together the draft registry form for review at their next meeting.

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June 26, 2017

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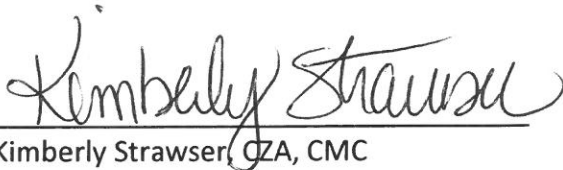
CONTINUED DISCUSSION OF SIGN ORDINANCE UPDATES

The Commission continued their review of the DRAFT Sign Ordinance beginning with Section 5 – Prohibited Signs. After review and discussion the Commission will continue their review beginning on page 14 (e) of the DRAFT Sign Ordinance at their next meeting.

NEXT MEETING

The next Planning Commission meeting will be on July 10, 2017 at 6 p.m.

With no further business to come before the Commission, the meeting adjourned at 8:06 p.m.



Kimberly Strawser, CZA, CMC
Deputy Town Clerk



Chairman Benjamin Sherman

Planning Commission Meeting Minutes
July 10, 2017
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: Commissioners Benjamin Sherman, Charles Lovell, Donald Schafer and Page Sullenberger. Staff members present were Director of Community Development John Cooley, AICP, CZA, Town Attorney Gail S. Marshall and Deputy Town Clerk Kimberly Strawser, CZA, CMC. Councilmember Richard Langford was also present. Commissioner Robert Langford was absent.

CALL TO ORDER

Director of Community Development called the meeting to order. The Director of Community Development stated this meeting would be our work session and regular meeting. The Deputy Town Clerk called roll and noted that there was a quorum present.

ELECTION OF CHAIR & VICE-CHAIR

The Director of Community Development called for nominations for Chairman.

Commissioner Sullenberger nominated Commissioner Benjamin Sherman. It was consensus of the Commission that Commissioner Benjamin Sherman serve as Chairman of the Town of Orange Planning Commission with a term to expire June 30, 2018.

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

Chairman Sherman called for nomination for Vice-Chairman.

Commissioner Schafer nominated Commissioner Robert Langford. It was consensus of the Commission that Commissioner Robert Langford serve as Vice-Chairman of the Town of Orange Planning Commission with a term to expire June 30, 2018.

CONTINUED DISCUSSION OF SHORT TERM RENTALS

After discussion it was consensus of the Commission to proceed with a public hearing of the Short Term Rental Registry Ordinance. The Director of Community Development stated that the public hearing would be held at the August 28th meeting.

CONTINUED DISCUSSION OF SIGN ORDINANCE UPDATES

The Commission continued their review of the DRAFT Sign Ordinance beginning with Section 8. The Director of Community Development stated that staff would fill in the rest of the tables in sections 22-24 and bring back to the Commission for review at their next meeting.

Planning Commission Meeting Minutes

August 14, 2017

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: Chairman Benjamin Sherman, Commissioners Donald Schafer and Page Sullenberger. Staff members present were Director of Community Development John Cooley, AICP, CZA, Town Attorney Gail S. Marshall and Deputy Town Clerk Kimberly Strawser, CZA, CMC. Vice-Chairman Robert Langford, Commissioner Charles Lovell and Councilmember Richard Langford were absent. Sharon Elswick of the Holladay House and Jay Billie of Inn at Westwood Farm were 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.

CONTINUED DISCUSSION OF SHORT TERM RENTALS – REGULATIONS FOR EACH ZONING DISTRICT

A discussion was held on which districts would allow short term rentals. The Director of Community Development stated that as of right now bed and breakfasts are allowed in all zoning districts. A discussion was also held regarding the registry and to add the number of bedrooms and accessory dwelling to the registry form. The Director of Community Development stated that he and the Town Attorney would work together to make additions to the registry form and create a fact sheet and bring back to the Commission for their review.

The Town Attorney discussed the upcoming public hearing on August 28, 2017 regarding short term rentals with the Commission.

CONTINUED DISCUSSION OF SIGN ORDINANCE UPDATES – CRITERIA FOR SIGNS IN EACH ZONING DISTRICT

The Commission continued their review of the sign ordinance thru Section 21. The Commission will continue their review beginning with Section 22 at their next meeting on August 28th.

NEXT MEETING

The next Planning Commission meeting will be on August 28, 2017.

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September 1, 2017
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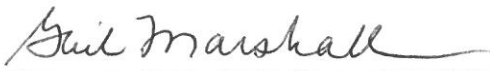
The Town of Orange Planning Commission held a special meeting at 8:00 a.m., at Coffee Roasters located at 276 Berry Hill Road. Planning Commission members present were: Chairman Benjamin Sherman, Vice Chairman Robert Langford and Commissioners Charles Lovell and Donald Schafer. Staff members present were Director of Community Development John Cooley, AICP, CZA and Town Attorney Gail S. Marshall. Commissioner Page Sullenberger was absent. Councilmember Richard Langford and Deputy Town Clerk Kimberly Strawser were also absent.

Chairman Sherman called the meeting to order. Roll was called and a quorum was present.

Chairman Sherman announced that due to the lack of a quorum for the public hearing advertised for August 28, 2017, the Commission needs to authorize publication of another date for the hearing on the draft ordinance for a short-term rental registry.

Motion was made by Commissioner Schafer, seconded by Commissioner Lovell to authorize publication for a public hearing to be held at the Town of Orange Community Room at 7 p.m., on September 25, 2017 to consider the proposed amendment to the zoning ordinance to provide a registry for short-term rental in the Town. On vote, Chairman Sherman – aye, Vice-Chairman Langford – aye, Commissioner Lovell – aye, Commissioner Schafer – aye, and Commissioner Sullenberger – absent. Motion carried unanimously.

With no further business to come before the Commission, the meeting adjourned at 8:05 a.m.



Gail Marshall, Town Attorney



Chairman Benjamin Sherman

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The Town of Orange Planning Commission held a meeting at 7:00 p.m., in the Town of Orange Community Meeting Room. Planning Commission members present were: Chairman Benjamin Sherman, Commissioners Timothy Bosford, Charles Lovell, Donald Schafer and Page Sullenberger. Staff members present were Director of Community Development John Cooley, AICP, CZA, Town Attorney Gail S. Marshall and Deputy Town Clerk Kimberly Strawser, CZA, CMC. Councilmember Richard Langford 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. Chairman Sherman welcomed Mr. Timothy Bosford to the Planning Commission.

ELECTION OF VICE CHAIRMAN

Chairman Sherman stated that due to the resignation of Vice-Chairman Langford the Commission needed to elect a new Vice-Chairman with a term to expire June 30, 2018. Chairman Sherman thanked Vice-Chairman Langford for his service to the Commission.

Chairman Sherman called for motion to elect Vice-Chairman

Motion was made by Commissioner Schafer seconded by Commissioner Lovell to elect Commissioner Sullenberger as Vice-Chair of the Town of Orange Planning Commission with a term to expire June 30, 2018. On vote, Chairman Sherman – aye, Commissioner Bosford – aye, Commissioner Lovell – aye, Commissioner Schafer – aye, and Commissioner Sullenberger – aye. Motion carried unanimously.

PUBLIC HEARING - SHORT TERM RENTAL REGISTRY

The Planning Commission held a public hearing to consider recommending to Town Council an ordinance creating a registry for person or entities offering lodging for compensation, for a period of fewer than thirty (30) consecutive days. The proposed ordinance is as follows:

CHAPTER 19 – TOWN OF ORANGE ZONING ORDINANCE

ARTICLE X: SHORT – TERM RENTAL REGISTRY

SECTION 10-10

A. As used in this section:

“Operator” means the proprietor of any dwelling, lodging or sleeping accommodation offered as a short-term rental, whether in the capacity of owner, lessee, sub-lessee, mortgagee in possession, licensee, or any other possessory capacity.

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"Short-term rental" means the provision of a room or space that is suitable or is intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than thirty consecutive days, in exchange for the charge for the occupancy.

B. The owner or operator of any dwelling, lodging or sleeping accommodation who offers for a charge, or rents, lodging for persons for short term rental must register annually on the Town's Short-Term Rental Registry on a form provided by the Town's Zoning Administrator.

The registration must state the name, residence, business address of the owner and/or operator and the addresses of all properties within the Town of Orange offered for short-term rental. There shall be no fee for such registration. After initial registration, registration shall be renewed by January 15th of each year.

C. Any person who is (1) licensed by the Real Estate Board is a property owner who is represented by a real estate licensee; (2) registered pursuant to the Virginia Real Estate Time Share Act, Va. Code §55-360 et seq., or (3) licensed with the Department of Health related to the provision of room or space for lodging shall present evidence of such other licensing or registering to the Zoning Administrator and be exempt from registering under this ordinance. Should such registration or licensing cease, the person shall forthwith register on the Town's Short-Term Rental Registry.

D. If an owner and/or operator who is required to register under this ordinance fails to do so and offers such lodging for rent, or rents such lodging, he/she shall be subject to a fine of up to \$500.00. Unless and until the owner/operator pays the fine and registers the property, such person shall not continue to offer any property for short-term rental. On repeated violations of this registry ordinance as it relates to specific property, an owner/operator shall be prohibited from offering such property for two years.

Any owner or operator required to register under this ordinance may be prohibited from offering a specific property in the Town of Orange upon multiple violations on more than three occasions of applicable state and local laws, ordinances, and regulations, as they relate to the short-term rental, including any applicable Town transient occupancy taxes or meals taxes.

Chairman Sherman called for presentation from the Director of Community Development.

The Director of Community Development reported that the General Assembly gave considerable attention this year of how to deal with short term (under 30 days) rentals that do not fit the definition of a hotel, motel or Bed and Breakfast. The Director of Community Development reported further that the General Assembly is giving localities the right to require registration of all short term rental entities. The Director of Community Development stated that the General Assembly left any further regulation up to the discretion of the locality, per Virginia Code §15.2-983.

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The Director of Community Development reported that the Planning Commission has been asked by Town Council to consider what if any amendments to our zoning ordinance might be called for by this new form of guest lodging. The Director of Community development stated that proposed Short Term Rental Registry will require citizens renting rooms on a short term basis, fewer than 30 consecutive days would need to register with the zoning administrator or face a fine. The Director of Community Development stated further there would be no cost to register. The Director of Community Development reported that the Town Attorney suggested the additional language in Section 10-10 B and D as shown in the DRAFT ordinance dated September 20, 2017. The Director of Community Development stated that staff recommends approval of the ordinance creating the short term registry and to forward to Town Council for their consideration with additional language submitted by the Town Attorney.

Chairman Sherman declared the public hearing open and called for public comment.

The following citizens appeared before the Commission.

Mr. Lynn Kozur of 259 Parker stated that he believed there was no need for this ordinance and urged the Commission not to recommend to Town Council.

Mr. Jack North of Mayhurst Inn located at 12460 Mayhurst Lane stated he was in support of the creation of the registry.

Mr. Jay Billie of Inn at Westwood Farm located at 12256 Montford Road stated he was in support of the creation of the registry.

Mr. Allen Webb of Ebinezar House located in Madison stated he came to see how Town of Orange was handling this because they plan to discuss the same in Madison.

Chairman Sherman declared the public hearing closed.

After lengthy discussion motion was made by Vice-Chair Sullenberger seconded by Commissioner Schafer that the Planning Commission recommends to Town Council for their consideration, an ordinance creating a short term rental registry for persons or entities offering lodging for compensation, for a period fewer than thirty (30) consecutive days, as amended. On vote, Chairman Sherman – aye, Vice-Chair Sullenberger – aye, Commissioner Bosford – abstained, Commissioner Lovell – abstained, and Commissioner Schafer – aye. Motion carried with two members abstaining.

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PLANNING COMMISSION MEETING MINUTES OF JUNE 12TH, JUNE 26TH, JULY 10TH, AUGUST 14TH
& September 1, 2017

Minutes stand approved.

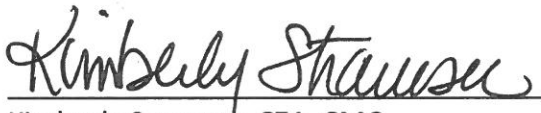
CONTINUED DISCUSSION OF SIGN ORDINANCE

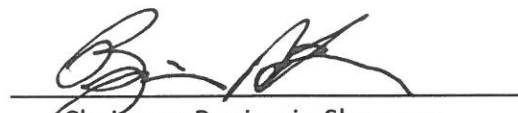
The Commission continued their review of the DRAFT Sign Ordinance beginning with Section 21 – Residential District Signs. A discussion was held on the definitions of various types of signs. Review and further discussion will be held at the next meeting.

ODA WORKSHOP

The Director of Community Development stated that there would be a ODA Strategic Planning Workshop on September 27th at the Train Depot on Short Street beginning at 8a.m., if any of the Commissioners were interested in attending.

With no further business to come before the Commission, the meeting adjourned at 8:18 p.m.


Kimberly Strawser, CZA, CMC
Deputy Town Clerk


Chairman Benjamin Sherman

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October 30, 2017
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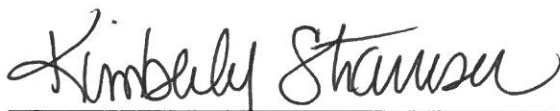
The Town of Orange Planning Commission held a special meeting at 7:30 a.m., at the Director of Community Development's office located at 119 Belleview Avenue. Planning Commission members present were: Chairman Benjamin Sherman, Vice-Chair Page Sullenberger and Commissioners Charles Lovell and Donald Schafer. Staff members present were Director of Community Development John Cooley, AICP, CZA and Deputy Town Clerk Kimberly Strawser, CZA, CMC. Commissioner Timothy Bosford was absent. Councilmember Richard Langford was also present.

Chairman Sherman called the meeting to order. Deputy Town Clerk noted a quorum was present.

The Director of Community Development stated that in order for staff to apply for VDOT Revenue Sharing funds the town must have an approved Capital Improvements Plan (CIP). The Director of Community Development stated that these funds are important to the Town as this funding is used to reconstruct the roads within the Town. The Director of Community Development stated that the roads that are being applied for, for revenue sharing are included in the revised FY2019-FY2024 Capital Improvements Plan. The Director of Community Development suggested that the CIP be discussed at the beginning of each year.

After discussion, motion was made by Commissioner Schafer, seconded by Vice-Chair Sullenberger to recommend approval of the revised FY2019-FY2024 Capital Improvements Plan. On vote, Chairman Sherman – aye, Vice-Chair Sullenberger – aye, Commissioner Bosford – absent, Commissioner Lovell – aye, and Commissioner Schafer – aye. Motion carried unanimously.

With no further business to come before the Commission, the meeting adjourned at 7:50 a.m.



Kimberly Strawser, CZA, CMC
Deputy Town Clerk



Chairman Benjamin Sherman

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November 13, 2017
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The Town of Orange Planning Commission held a work session at 6:00 p.m., in the Town of Orange Community Meeting Room. Planning Commission members present were: Chairman Benjamin Sherman, Commissioners Timothy Bosford, Charles Lovell, and Donald Schafer. Staff members present were Director of Community Development John Cooley, AICP, CZA, and Deputy Town Clerk Kimberly Strawser, CZA, CMC. Councilmember Richard Langford was also present. Vice-Chair Page Sullenberger was 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.

PLANNING COMMISSION MEETING MINUTES OF SEPTEMBER 25TH & OCTOBER 30, 2017

Minutes stand approved.

CONTINUED DISCUSSION OF SIGN ORDINANCE UPDATES

A discussion was held regarding the updates to the sign ordinance. The Director of Community Development stated that the final version would be brought back to the Commission at their next meeting for review and to discuss date for public hearing.

DISCUSSION OF HOMESTAY REGULATIONS

A discussion was held on the Homestay Regulations. Chairman Sherman asked that Councilmember Langford to get direction from Town Council after their public hearing on November 20, 2017.

DISCUSSION OF CIVIL PENALTIES WITHIN THE ZONING ORDINANCE

The Director of Community Development provided the Commission with a copy of VA Code Section 15.2-2209 regarding enforcement and penalties. A brief discussion was held. Chairman Sherman requested that Councilmember Langford get direction from Town Council if they would like the Commission to move forward.

DISCUSSION OF FY2019-FY2024 CAPITAL IMPROVEMENTS PLAN (CIP)

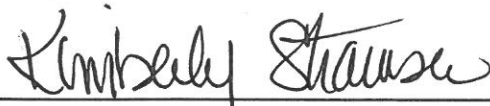
The Director of Community Development stated that the new standpipe needed to be included in the Capital Improvements Plan. After brief discussion, the Commission will discuss this further at their next meeting in January.

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UPCOMING MEETINGS

The Planning Commission will meet on Monday, January 8, 2018 at 6 p.m., for their work session and on Monday, January 22, 2018 at 7 p.m., for their regular meeting.

With no further business to come before the Commission, the meeting adjourned at 8:18 p.m.



Kimberly Strawser, CZA, CMC
Deputy Town Clerk



Chairman Benjamin Sherman