

Planning Commission Meeting Minutes
January 11, 2016
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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, and Commissioners Charles Lovell & 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. Commissioner 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 HELD A PUBLIC HEARING ON THE CONSIDERATION OF AN AMENDMENT TO THE ZONING ORDINANCE ADDING CRITERIA FOR BY-RIGHT RESIDENTIAL CLUSTER DEVELOPMENTS WITHIN THE RURAL RESIDENTIAL (RR) ZONING DISTRICT (§5-10) & UPDATING THE CLUSTER DEVELOPMENTS ENTRY IN THE TABLE OF PERMITTED USES (§5-05.10) WITHIN ARTICLE 5: TRADITIONAL CHARACTER ZONING DISTRICTS

Chairman Sherman called for presentation from staff. (Director of Community Development)

The Director of Community Development reported that in early 2015 the town was approached by applicant for a Cluster Development on Rapidan Road. The Director of Community Development reported that the zoning ordinance referenced a cluster development but the Town Attorney determined that the zoning ordinance did not fully comply with state code. The Director of Community Development reported further that staff notified the Planning Commission & Town Council of this. The Director of Community Development stated that there were two options – take clusters out of zoning ordinance or make an amendment to the ordinance to comply with state code. After discussing with Town Attorney it was decided that making an amendment to the zoning ordinance to comply with state code would be best if any future requests were made.

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

Mrs. Joyce Cameron asked how many houses would be allowed in a cluster development. The Director of Community Development stated that currently there is no application in his office; however potentially out of 5 acres you could have 7 - 30,000 square foot lots. A discussion on the density and the special use permit process was held.

Chairman Sherman declared the Public Hearing closed.

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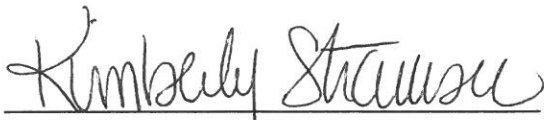
After discussion, motion was made by Commissioner Lovell, second by Commissioner Schafer to recommend approval of the amendment to the zoning ordinance adding criteria for by-right residential cluster developments within the Rural Residential (RR) district and updating the table of permitted uses, as presented; and forward to Town Council for public hearing and their consideration. On roll call vote, Commissioner Schafer – aye, Commissioner Sullenberger – absent, Vice-Chairman Langford – aye, Commissioner Lovell – aye, and Chairman Sherman – aye. Motion carried unanimously.

The Director of Community Development stated staff would forward the proposed amendment to Town Council for discussion at their next meeting on January 19th.

REVIEW OF CAPITAL IMPROVEMENTS PLAN (CIP)

The Director of Community Development stated that the Commission would review the CIP at their next meeting.

With no further business to come before the Commission, the meeting adjourned at 7:42 p.m.



Kimberly Strawser, CZA,CMC, Deputy Town Clerk



Benjamin Sherman, Chairman

Planning Commission Meeting Minutes
April 25, 2016
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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, and Commissioners Charles Lovell & 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. Commissioner 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 JANUARY 11, 2016

Minutes stand approved.

REVIEW & DISCUSSION OF SIGN PERMIT APPLICATION FOR THE LIGHTWELL

The Director of Community Development reported that staff received sign permit application from Todd Brown on behalf of The Lightwell on April 12, 2016. The Director of Community Development reported that the current signage at this location is 20 square foot wall sign. The Director of Community Development reported further that the applicant is requesting to replace the existing signage with a 40 square foot wall sign. The Director of Community Development stated that pursuant to Section 11-20.10 & 11-30.10 (foot note #7) that a general sign permit for a painted wall sign up to 40 square feet shall be subject to review by the Planning Commission. The Director of Community Development stated further that staff is requesting a positive recommendation for the sign permit application.

After discussion it was the consensus of Commission for the Director of Community Development approve and sign the sign permit application.

DISCUSSION OF REVISION TO THE ZONING ORDINANCE FOR FAMILY DAY HOMES

The Director of Community Development stated that he had been in discussion with the Town Attorney in regards to a revision to the ordinance to comply with state code as instructed by Town Council. The Director of Community Development reported that Council is requesting that the Planning Commission consider adopting an ordinance to comply with stated code §15.2-2292 that would allow family day homes with four or more, thirteen years or under to existing residential zoning areas.

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After discussion it was decided that staff would bring the Commission a draft ordinance to their next meeting and then proceed with public hearing on May 23rd.

DISCUSSION OF THE 2016-2021 CAPITAL IMPROVEMENTS PLAN

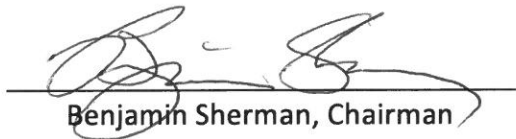
The Director of Community Development reviewed the updates made to the Capital Improvements Plan. It was the consensus of the Commission to forward the 2016-2021 Capital Improvements Plan to Town Council for their consideration.

DISCUSSION OF UPDATES TO THE COMPREHENSIVE PLAN

This item was tabled until the next Planning Commission meeting.

With no further business to come before the Commission, the meeting adjourned at 7:36p.m.


Kimberly Strawser, CZA,CMC, Deputy Town Clerk


Benjamin Sherman, Chairman

Planning Commission Meeting Minutes

May 9, 2016

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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 Charles Lovell, & 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 Donald Schafer 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.

DISCUSSION OF REVISION TO THE ZONING ORDINANCE FOR FAMILY DAY HOMES

The Director of Community Development reviewed the memo and information form the Town Attorney with the Commissioners in regards to the proposed revision to the zoning ordinance. After discussion, it was the consensus of the Commission to instruct staff to move forward with public hearing at their May 23rd meeting.

With no further business to come before the Commission, the meeting adjourned at 6:15 p.m.



Kimberly Strawser, CZA,CMC, Deputy Town Clerk

Benjamin Sherman, Chairman

Planning Commission Meeting Minutes
October 24, 2016
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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: Commissioners Benjamin Sherman, Robert Langford, Charles Lovell, & 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. Commissioner Page Sullenberger was 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 asked for nominations for Chairman.

Motion was made by Commissioner Schafer, seconded by Commissioner Lovell to continue with Commissioner Sherman as Chairman and Commissioner Langford as Vice Chairman of the Town of Orange Planning Commission with a term to expire June 30, 2017. On vote, Chairman Sherman – aye, Vice Chairman Langford – aye, Commissioner Lovell – aye, Commissioner Schafer – aye, Commissioner Sullenberger – absent. The motion carried unanimously.

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

DISPOSITION OF PLANNING COMMISSION MEETING MINUTES OF APRIL 25, 2016 & MAY 9, 2016

Minutes stand approved.

DISCUSSION OF PLANNING COMMISSION'S YEARLY REPORT TO TOWN COUNCIL

The Director of Community Development stated the last report to Council was done in February or March of 2015 and it is required yearly by state code. The Director of Community Development suggested the yearly report be made to Council in January 2017. After discussion it was decided that staff would review minutes from February 2015 thru November 2016 and compile a list of accomplishments by the Commission.

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DISCUSSION OF COMPREHENSIVE PLAN UPDATES

The Director of Community Development stated that the last update to the Comprehensive Plan was done in 2011. The Director of Community Development stated that the Commission needed to decide on what direction they would like to take with the Comprehensive Plan. After discussion the Commission decided to discuss the updates to the Comprehensive Plan and come up with a work plan at their next meeting.

DISCUSSION OF ZONING ORDINANCE UPDATES

The Director of Community Development reported that some updates needed to be done to the Zoning Ordinance and staff would bring information to the Commission at a later date.

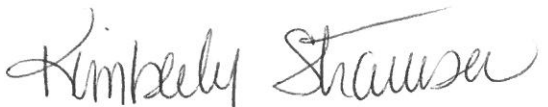
DISCUSSION OF COMMISSION'S WORK PLAN FOR THE UPCOMING YEAR

After discussion it was decided that the Commission will work on updates to the Comprehensive Plan and updates to the Zoning Ordinance in the upcoming year.

UPCOMING MEETINGS

The next Planning Commission meeting will be Monday, November 28, 2016. There will be no meetings in December and the meeting in January will be Monday, January 23, 2017.

With no further business to come before the Commission, the meeting adjourned at 7:58 p.m.



Kimberly Strawser, CZA,CMC
Deputy Town Clerk



Benjamin Sherman, Chairman

Planning Commission Meeting Minutes
November 28, 2016
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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 Donald Schafer & Page Sullenberger. Staff members present were Director of Community Development John Cooley, AICP, CZA and Deputy Town Clerk Kimberly Strawser, CZA, CMC. Commissioner Charles Lovell and Councilmember 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.

DISPOSITION OF PLANNING COMMISSION MEETING MINUTES OF OCTOBER 24, 2016

Minutes stand approved.

DISCUSSION OF DRAFT PLANNING COMMISSION YEARLY REPORT TO TOWN COUNCIL

A discussion was held. It was the consensus of the Commission to include the following items in their yearly report to Town Council.

- Revision & updates were made to the Planning Commission by-laws
- Zoning ordinance amendment within the Rural Residential district for by right cluster developments and updating the table of permitted uses
- Made updates to the zoning ordinance to allow family day homes under existing residential zoning areas to comply with State Code 15.2-2292
- Made updates to Capital Improvements Plan to include revenue sharing projects
- Planning Commission commends John Cooley, Director of Community Development for his efforts for the completion of Byrd Street & spearheading the Gardner Property

DISCUSSION OF COMPREHENSIVE PLAN UPDATES

A discussion was held as to how the Commission would like to proceed with updates to the Comprehensive Plan. After discussion it was consensus of the Commission for staff to go thru Themes 1-3 and strike information and bring back to the Commission at their next meeting for discussion.

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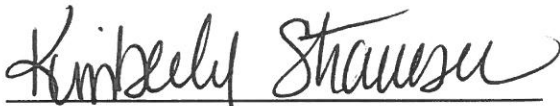
DISCUSSION OF CAPITAL IMPROVEMENT PLAN (CIP) UPDATE PROCESS

The Director of Community Development stated that the engineering report was received by staff in regards to the standpipe. The Director of Community Development reported that the standpipe would need to be replaced. The Director of Community Development stated that the standpipe would need to go in the Capital Improvements Plan as well as any other items over \$25,000. The Director of Community Development stated further that he would also get input from the other department heads and bring the revised plan back to the Commission.

TACO BELL SITE PLAN

The Director of Community Development stated that staff received a site plan on November 18th for the proposed Taco Bell located on Route 15 North. The Director of Community Development reported that staff will be reviewing the plan and after review would bring to the Commission for their review.

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