Planning Commission Meeting Minutes
January 10, 2018
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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 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 and Commissioner Lovell were absent. *The work session was originally scheduled for January 8, 2018 but was rescheduled to January 10, 2018 because of inclement weather.*

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 NOVEMBER 13, 2017

With no changes, the minutes stand approved.

SITE PLAN REVIEW – ORANGE COUNTY HIGH SCHOOL TRACK REPLACEMENT

After discussion the Director of Community Development requested any comments from the Commission be emailed to him and he will send out comment letter to applicant by then end of next week.

CONTINUED DISCUSSION OF SIGN ORDINANCE UPDATES

The Director of Community Development reported that the updated DRAFT sign ordinance and a copy of the current sign ordinance with "strike thru" were included in their packages. The Director of Community Development stated that he would like comments from the Commission if any of the information NOT struck through should be included in the DRAFT sign ordinance.

A lengthy discussion was held. After discussion the Commission will review the information provided and bring their comments back to their next meeting on January 22nd.

DISCUSSION OF FY2019-FY2024 CAPITAL IMPROVEMENTS PLAN (CIP)

The Director of Community Development stated that staff updated CIP to included Public Works – Equipment, Marshall Heights standpipe & repair and road reconstruction projects.

A brief discussion was held. The Director of Community Development requested that the Commission review the CIP and further discussion will be held at their next meeting on January 22nd.

NEXT MEETING

The Planning Commission will meet on Monday, January 22, 2018 at 7 p.m.

With no further business to come before the Commission, the meeting adjourned at 7:41 p.m.

Kimberly Strawser, CZA, CMC
Deputy Town Clerk

Chairman Benjamin Sherman

The original work session scheduled for Monday, January 8th was cancelled and rescheduled to Wednesday, January 10th at 6 p.m., due to inclement weather.

Planning Commission Meeting Minutes
January 22, 2018
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-Chair Page Sullenberger, Commissioners Timothy Bosford 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. 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.

PLANNING COMMISSION MEETING MINUTES OF JANUARY 10, 2018

With no changes, the minutes stand approved.

CONTINUED DISCUSSION OF SIGN ORDINANCE UPDATES

The Director of Community Development reviewed the updated *DRAFT* Sign Ordinance with the Commission. After discussion it was the consensus of the Commission to move forward with a public hearing at their meeting on February 26th.

DISCUSSION OF FY2019-FY2024 CAPITAL IMPROVEMENTS PLAN (CIP)

The Director of Community Development stated that staff was still gathering information for the Capital Improvements Plan and would hope to have all information at their next meeting.

NEXT MEETING

The Planning Commission will meet on Monday, February 26, 2018 at 7 p.m.

UPDATE FROM DIRECTOR OF COMMUNITY DEVELOPMENT ON PROPOSED VERIZON CELL PHONE TOWER

The Director of Community Development gave an update of the proposed Verizon cell phone tower. The Director of Community Development reported that Town Council approved the contract to move forward with Verizon for the proposed cell tower on Lafayette Street but a special use permit application had not been received to date. Marsha and Barry Jacobs who reside at 172 Landon Lane were present at the meeting and stated their concerns regarding the proposed cell tower. A discussion was held.

With no further business to come before the Commission, the meeting adjourned at 8:25 p.m.

Kimberly Strawser, CZA, CMC
Deputy Town Clerk

Chairman Benjamin Sherman

Planning Commission Meeting Minutes
February 26, 2018
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-Chair Page Sullenberger, 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. Councilmember Richard Langford was also present. Commissioner Timothy Bosford 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 HEARING – PLANNING COMMISSION HELD A PUBLIC HEARING ON TEXT AMENDMENTS TO CHAPTER 19, ARTICLE 11 – SIGN REGULATIONS & ARTICLE 14 DEFINITIONS – 14-20.263 THRU 14-20.325 OF THE TOWN OF ORANGE ZONING ORDINANCE

Chairman Sherman called for presentation. The Director of Community Development gave an update of the proposed updates.

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

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

Chairman Sherman called for questions/comments (if any) from the Commission.

After discussion, motion was made by Commissioner Schafer, seconded by Vice-Chair Sullenberger to recommend to Town Council the updates to the Town of Orange Zoning Ordinance, Chapter 19, Article 11 – Sign regulations as presented. In addition the Commission recommends that Town Council repeal all sign related definitions in Article 14 – 14-20.263 thru 14-20.325 and include on entry for Signs – *for sign related definitions see Article 11.* Lastly, the Commission recommends that Town Council remove in its entirety Chapter 54 – Signs, found in the Code of Town of Orange, Virginia. On vote, Chairman Sherman – aye, Vice-Chair Sullenberger – aye, Commissioner Bosford – absent, Commissioner Lovell – aye, and Commissioner Schafer – aye. Motion carried unanimously.

PLANNING COMMISSION MEETING MINUTES OF JANUARY 22, 2018

With no changes, the minutes stand approved.

CONTINUED DISCUSSION OF FY2019-FY2024 CAPITAL IMPROVEMENTS PLAN

After discussion, motion was made by Commissioner Schafer, seconded by Vice-Chair Sullenberger that the Commission authorizes staff to move forward to schedule a public hearing on the 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.

NEXT MEETING

The Deputy Town Clerk stated the next meeting would March 26, 2018 at 7p.m. and the public hearing for the Capital Improvements plan would be on that agenda.

UPDATES

The Director of Community Development reported that the Taco Bell and Orange County High School track replacement site plans were approved and letters would be sent out this week.

With no further business to come before the Commission, the meeting adjourned at 7:24 p.m.

Kimberly Strawser, CZA, CMC
Deputy Town Clerk

Chairman Benjamin Sherman

Planning Commission Meeting Minutes
March 26, 2018
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-Chair Page Sullenberger, Commissioners Timothy Bosford and Charles Lovell. 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.

PUBLIC HEARING – PLANNING COMMISSION HELD A PUBLIC HEARING ON THE FY2019-FY2024 CAPITAL IMPROVEMENTS PLAN

Chairman Sherman called for presentation. The Director of Community Development gave an overview of the proposed FY2019-FY2024 Capital Improvements Plan. The Director of Community Development stated that updates to the plan would include standpipe replacement and refurbishing of the concrete reservoir.

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

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

Chairman Sherman called for questions/comments (if any) from the Commission.

Motion was made by Vice Chair Sullenberger, seconded by Commissioner Lovell that the Planning Commission approve the FY2019-FY2024 Capital Improvements Plan as presented. On vote, Chairman Sherman – aye, Vice-Chair Sullenberger – aye, Commissioner Bosford – aye, Commissioner Lovell – aye, and Commissioner Schafer – absent. Motion carried unanimously.

Chairman Sherman will present the approved FY2019-FY2024 Capital Improvements Plan to Town Council at a later date. The Director of Community Development stated that the Commission would revisit the Capital Improvements Plan again in two years.

PLANNING COMMISSION MEETING MINUTES OF FEBRUARY 26, 2018

The minutes stand approved.

NEXT MEETING

The Director of Community Development stated that the Planning Commission meetings for the month of April have been cancelled due to the fact the Deputy Town Clerk will be having surgery mid-April.

UPDATES

The Director of Community asked the Commission if they had any items they were interested in looking into, to email him.

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
September 24, 2018
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: Commissioners, Benjamin Sherman, Page Sullenberger and Donald Schafer. Staff members present were Director of Community Development John Cooley, AICP, CZA, and Deputy Town Clerk Kimberly Strawser, CZA, CMC. Councilmember Timothy Bosford was also present. Commissioner Charles Lovell 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 reported that the Planning Commission bylaws state that the elections of Chair & Vice-Chair are to be done annually at the first regular July meeting with a term of one year. The Director of Community Development reported further that since the Commission did not meet in July the election will be held at this meeting.

The Director of Community Development called for nominations for Chairman.

Motion was made by Commissioner Sullenberger, seconded by Commissioner Schafer to elect Benjamin Sherman as Chairman of the Town of Orange Planning Commission with a term to expire June 30, 2019. On vote, Commissioner Sherman – aye, Commissioner Sullenberger – aye, Commissioner Schafer – aye, and Commissioner Lovell – absent. Motion carried unanimously.

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

The Chairman called for nominations for Vice-Chairman.

Motion was made by Commissioner Schafer, seconded by Chairman Sherman to elect Page Sullenberger as Vice-Chair of the Town of Orange Planning Commission with a term to expire June 30, 2019. On vote, Commissioner Sherman – aye, Commissioner Sullenberger – aye, Commissioner Schafer – aye, and Commissioner Lovell – absent. Motion carried unanimously.

PLANNING COMMISSION MEETING MINUTES OF MARCH 26, 2018

The minutes stand approved.

UPDATES FROM THE DIRECTOR OF COMMUNITY DEVELOPMENT

The Director of Community Development updated the Commission on the following:

- Main Street Enhancement Project
- Chatter Island
- Norfolk Southern Property Purchase
- VDOT Highway Safety Project
- Verizon Cell town
- Belleview Neighborhood National Register of Historic Districts Nomination
- Orange County Fiber Optic Construction Plan in the Town of Orange
- VDOT - State of Good Repair Project
- US Census Local Update of Addresses
- North Street Connector
- Madison Gardens CDBG Grant
- Renaming of Belleview Ave., & Kean Road to North Street – Town Council will move forward with public hearing
- Renaming of Radney Road to Round Hill Drive - Town Council will move forward with public hearing

NEXT MEETING

A brief discussion was held on upcoming meetings. The Deputy Town Clerk stated that it is a possibility that the December 10th date may be used by Town Council for their meeting but will confirm with the Town Clerk. The Planning Commission meetings for the remainder of the year are as follows:

- **October 8, 2018** – Work Session Meeting – **CANCELLED** – Columbus Day Holiday
- October 22, 2018 – Regular Meeting
- **November 12, 2018** – Work Session Meeting – **CANCELLED** – Veteran's Day Holiday
- November 26, 2018 – Regular Meeting
- December 10, 2018 – Work Session Meeting
- **December 24, 2018** – Regular Meeting – **CANCELLED** – Christmas Eve Holiday

With no further business to come before the Commission, the meeting adjourned at 7:57 p.m.

Kimberly Strawser, CZA, CMC
Deputy Town Clerk

Chairman Benjamin Sherman

Meeting was cancelled due to lack of quorum. All members of the Commission were notified via email as well as phone calls.

NEXT MEETING

The next meeting will be on Monday, November 26, 2018 at 7 p.m.

Kimberly Strawser

Kimberly Strawser, CZA, CMC
Deputy Town Clerk

Planning Commission Meeting Minutes
November 26, 2018
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-Chair Page Sullenberger, and Commissioner Donald Schafer. Staff members present were Director of Community Development John Cooley, AICP, CZA & Deputy Town Clerk Kimberly Strawser, CZA, CMC. Councilmember Timothy Bosford 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.

PUBLIC COMMENT

There was no public comment.

PLANNING COMMISSION MEETING MINUTES OF SEPTEMBER 24, 2018

The minutes stand approved.

DISCUSSION OF COMPREHENSIVE PLAN UPDATES

The Director of Community Development handed out park plan notebooks that were put together showing Town owned properties. The Director of Community Development stated that this will be helpful when making updates to the Comprehensive Plan. The Director of Community Development reported that Theme 4 of the Comprehensive Plan contained incorrect information and gave the Commission the corrected information. The Director of Community Development also provided a map to the Commission of the neighborhood info overlaid on the zoning districts. The Director of Community Development stated that these neighborhoods cover five different zoning districts and suggested putting this map in the appendices.

A discussion was held specifically Theme 4: Transportation, Vision & Theme 1: Economy. The Director of Community Development suggested listing out the top three priorities and to include pictures and graphics.

Review will continue at the next meeting beginning with Theme 2: Infrastructure.

NEXT MEETING

Planning Commission's next meeting will be on January 14, 2019 at 6.pm. for their work session.

With no further business to come before the Commission, the meeting adjourned at 7:57 p.m.

Kimberly Strawser, CZA, CMC
Deputy Town Clerk

Chairman Benjamin Sherman