

Planning Commission Meeting Minutes
January 14, 2019
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Planning Commission meeting was cancelled due to inclement weather.

Next meeting will be January 28th at 7 p.m.

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Kimberly Strawser, CZA, CMC
Deputy Town Clerk

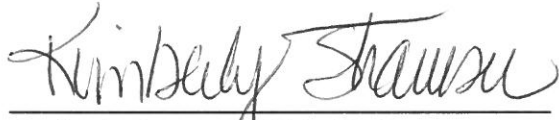
Planning Commission Meeting Minutes
January 28, 2019
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Vice Chair Sullenberger called the meeting to order at 7:03 p.m.

The Deputy Town Clerk called roll: Chairman Sherman – absent, Vice Chair Sullenberger – present, Commissioner Lovell – absent, Commissioner Schafer – absent, Commissioner Taylor – present, and Councilmember Bosford – present. Staff members present were Director of Community Development John Cooley, AICP, CZA & Deputy Town Clerk Kimberly Strawser, CZA, CMC.

Due to lack of quorum meeting was not held.

Meeting adjourned at 7:04 p.m.

A handwritten signature in cursive script, reading "Kimberly Strawser", written over a horizontal line.

Kimberly Strawser, CZA, CMC
Deputy Town Clerk

Next meeting will be Monday, February 11th at 6p.m.

Planning Commission Meeting Minutes
February 11, 2019
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-Chair Page Sullenberger, Commissioners Donald Schafer & L.J. Taylor. 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. Chairman Benjamin Sherman and Commissioner Charles Lovell were absent.

CALL TO ORDER

Vice-Chair Sullenberger 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 26, 2018

The minutes stand approved.

DISCUSSION OF COMPREHENSIVE PLAN UPDATES

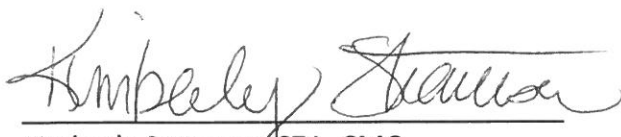
The Director of Community Development handed out copies of §15.2-2223 of Virginia State Code for reference for the Commission.

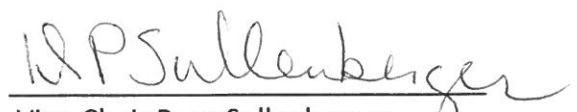
A discussion was held specifically Theme 2: Infrastructure of the Comprehensive Plan.

NEXT MEETING

Planning Commission's next meeting will be on February 25th at 7.p.m. for their regular meeting.

With no further business to come before the Commission, the meeting adjourned at 7:00 p.m.


Kimberly Strawser, CZA, CMC
Deputy Town Clerk


Vice-Chair Page Sullenberger

Planning Commission Meeting Minutes
February 25, 2019
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 Donald Schafer & L.J. Taylor. 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 FEBRUARY 11, 2019

The minutes stand approved.

DISCUSSION OF COMPREHENSIVE PLAN UPDATES

The Director of Community Development provided the Commission with copy of the current FY2019-FY2024 Capital Improvements Plan and the following maps – Street Map, Zoning Map, Future Land Use Map, Historic Downtown District Map and Urban Development Area (UDA) Map. The Director of Community Development stated that this information could be helpful with the review/discussion of updates to the Comprehensive Plan.

The Director of Community Development gave updates on the North Street connector and a brief discussion was held on single stream recycling that Orange County is offering.

A discussion was held on Theme 3: Education of the Comprehensive Plan.

The following items were discussed:

- Technology in Town
- Trade education
- Recycling/environmental preservation
- Historical preservation
- Expanding TOOT access – look to businesses to fund ridership for their employees
- Reach out to Woodberry & Grymes schools
- Mentorship program

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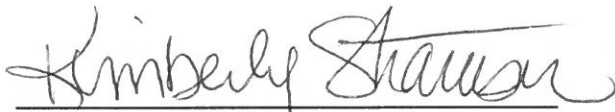
- Offer tours of town job opportunities – Public Works, Water Treatment Plant, Wastewater Treatment Plant
- Town holds the County seat

The Director of Community Development stated that staff is exploring an Economic Development study to focus on the town. A discussion was held.

NEXT MEETING

Planning Commission's next meeting will be on March 11, 2019 at 6 p.m., for their work session. Chairman Sherman stated that he would be unable to attend the March 11th meeting. The Director of Community Development stated that staff will send email out the week prior to confirm whether there will be a meeting or not.

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

March 25, 2019

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, Donald Schafer & L.J. Taylor. 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.

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 FEBRUARY 25, 2019

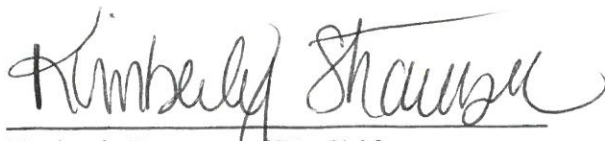
The minutes stand approved.

DISCUSSION OF COMPREHENSIVE PLAN UPDATES

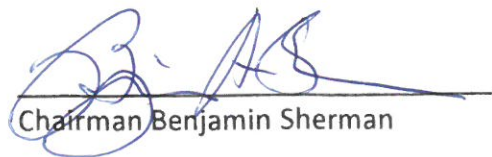
The Director of Community Development handed out a memo referencing the Themes of the Comprehensive Plan and suggestions on how to move forward. The Director of Community Development asked that the Commission review the memo and be ready to discuss at their next meeting on April 22nd. Commissioner Taylor suggested that staff get feedback from the Public Works, Water Treatment Plant & Wastewater Treatment Plant departments on infrastructure (Theme 2).

Review and discussion was held on Themes 5 & 6 of the Comprehensive Plan. Review will continue beginning with Theme 7 at their next meeting on April 22nd at 7p.m.

With no further business to come before the Commission, the meeting adjourned at 8:21 p.m.



Kimberly Strawser, CZA, CMC
Deputy Town Clerk



Chairman Benjamin Sherman

Planning Commission Meeting Minutes

April 22, 2019

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 Donald Schafer & L.J. Taylor. 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 MARCH 25, 2019

The minutes stand approved.

NEXT MEETING

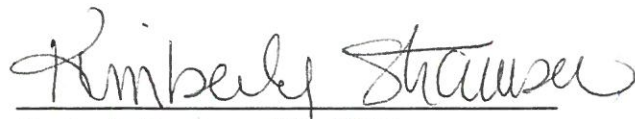
The Director of Community Development stated that he would not be available for May 28th or June 10th meetings as he would be away on vacation. After discussion it was consensus of the Commission to cancel the May 13th, May 28th and June 10th meetings. The next meeting of the Commission will be on June 24, 2019.

DISCUSSION OF COMPREHENSIVE PLAN UPDATES

The Director of Community Development reviewed his memo regarding the Comprehensive Plan updates provided to the Commission in their packages dated March 25, 2019. A discussion was held.

The Director of Community Development gave an update on the Town/Orange County Parks & Recreation meeting that was held on April 17, 2019. The Director of Community Development reported a good discussion was held of a proposed dog park at Chatter Island.

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


Kimberly Strawser, CZA, CMC
Deputy Town Clerk


Chairman Benjamin Sherman

Planning Commission Meeting Minutes

June 24, 2019

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, Donald Schafer & L.J. Taylor. Staff members present were Director of Community Development John Cooley, AICP, CZA, Deputy Town Clerk Kimberly Strawser, CZA, CMC and Town Attorney Catherine Lea. Councilmember Timothy Bosford 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.

PUBLIC COMMENT

There was no public comment.

PLANNING COMMISSION MEETING MINUTES OF APRIL 22, 2019

The minutes stand approved.

REVIEW & DISCUSSION OF THE FARM CREDIT SITE PLAN (SP2019-1)

After discussion, motion was made by Commissioner Schafer, seconded by Commissioner Taylor to recommend that the Zoning Administrator approve the Farm Credit site plan (SP2019-1) contingent on the applicant addressing any outstanding comments from other reviewing agencies. On vote, Chairman Sherman – aye, Vice-Chair Sullenberger – aye, Commissioner Lovell – aye, Commissioner – Schafer – aye, and Commissioner Taylor – aye. The motion carried unanimously.

REVIEW & DISCUSSION OF SUP2019 – ORANGE COUNTY EMERGENCY COMMUNICATIONS TOWER

The Director of Community Development reported that staff received a special use permit application (Case #SUP2019-01) from Harris Corporation on behalf of Orange County for an emergency communications tower. The Director of Community Development stated that the County wished to move the review and public hearing process on the “fast track”. The Director of Community Development stated further that the Commission had three options, to table the request, to discuss the request more at their next meeting or to proceed with authorizing staff to advertise for public hearing.

After discussion it was consensus of the Commission to authorize staff to proceed with advertisement of a the public hearing, to be held on Tuesday, July 9th at 6p.m., in order to meet advertising requirements.

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CONTINUED DISCUSSION OF COMPREHENSIVE PLAN UPDATE

This discussion was postponed until the Commission's next meeting.

ELECTRONIC MESSAGE BOARDS

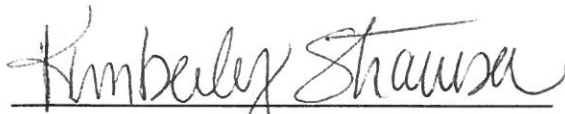
The Director of Community Development stated he had received a request from McDonald's to replace the existing drive thru menu boards and be replaced with electronic menu/message boards. The Director of Community Development reported that currently the ordinance allows and exemption for time/temperature or gas stations.

After discussion staff will look further in to the request and discuss options with the Town Attorney.

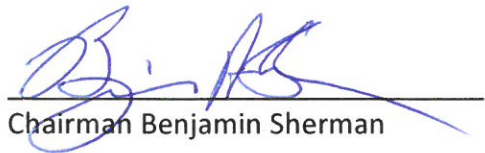
NEXT MEETING

The Commission will meet on Tuesday, July 9, 2019 at 6 p.m.

With no further business to come before the Commission, the meeting adjourned at 8:17 p.m.



Kimberly Strawser, CZA, CMC
Deputy Town Clerk



Chairman Benjamin Sherman

Planning Commission Meeting Minutes

July 22, 2019

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 Donald Schafer & L.J. Taylor. 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

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 JULY 9, 2019

The Deputy Town Clerk stated that on page one Commissioner Shafer's name was misspelled and would correct. The minutes stand approved as amended.

DISCUSSION OF FY2019-FY2024 CAPITAL IMPROVEMENTS PLAN (CIP)

The Director of Community Development stated that it should be FY2020-FY2025 not FY2019-FY2024. The Director of Community Development reported that VDOT requested that revenue share projects be included in the CIP. The Director of Community Development asked if the streets bolded were all in FY2021. The Deputy Town Clerk stated that during the pre-application process these projects are not specified as of yet. The Director of Community Development stated that most likely there would be three projects in FY2021 and three projects in FY2022. The Director of Community Development reported that there is an addition of Hilltop Drive Connector to CIP.

A discussion was held. The Director of Community Development asked if the Commission had other projects they would like to see in the CIP to let staff know. Further discussion will be held at the Commission's next meeting.

HAZEL SEDWICK PARK

Chairman Sherman stated that the Hazel Sedwick tot lot was complete and the ribbon cutting ceremony was held this past Saturday. Chairman Sherman reported that this was a community funded project.

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NORTH STREET CONNECTOR

The Director of Community Development gave an update of the North Street Connector.

REVIEW AND DISCUSSION OF THE DUNKIN DONUTS SITE PLAN

The Director of Community Development reviewed his memo dated July 19, 2019 with the Commission. The Director of Community Development reported that after staff review the following comments were submitted to the applicant.

- Detail of the fence to be installed to screen the dumpster
- Average vehicle trips that will be generated
- Detail of the lights to be installed
- Location, character, size, height & orientation of any proposed signs
- Bond estimate for all public improvements as set forth in Section 12-5- of Article 12 of the Zoning Ordinance
- A minimum of two datum reference for elevation used on plans and profiles and correlated, where practical, to a U.S. Geological Survey datum

The Director of Community Development stated other than the above comments; the site plan is in compliance with Article 12 – Site Development of the zoning ordinance. The Director of Community Development reported that the plans are in compliance with sections on Article 9- Landscaping. The Director of Community Development stated that staff expressed to the applicant that the town would like to request some additional landscaping. The Director of Community Development stated that staff is waiting on comments from Culpeper Soil & Water, Town of Orange Public Works & VDOT.

A discussion was held, further discussion will be held at the Commission's next meeting on August 26th.

CONTINUED DISCUSSION OF COMPREHENSIVE PLAN UPDATE

The Director of Community Development stated that he received data of the businesses within 75 miles of the Town of Orange from Phil Greer, Orange County Economic Development. The Director of Community Development reviewed the business summary with the Commission. The Director of Community Development stated that to move the comprehensive plan update forward there would need to be action items and some "base hits". After discussion, the Director of Community Development stated that staff included comments in the plan and requests that the Commission take time to fill in or take out goals to be discussed at their next meeting.

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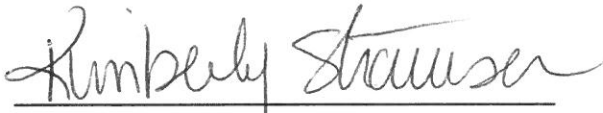
The Director of Community Development stated that staff plans to have a complete document by end of 2019.

The Director of Community Development provided the Commission with an article in regards to Floyd County school leaders and the Board of Supervisors discussion of new educational center to help students entering career fields. A discussion was held on how Orange could do something of this nature.

NEXT MEETING

The Commission will meet on Monday, August 26, 2019 at 7 p.m.

With no further business to come before the Commission, the meeting adjourned at 8:31 p.m.



Kimberly Strawser, CZA, CMC
Deputy Town Clerk



Chairman Benjamin Sherman

Planning Commission Meeting Minutes

July 9, 2019

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The Town of Orange Planning Commission held a meeting at 6:00 p.m., in the Town of Orange Community Meeting Room. Planning Commission members present were: Commissioners Benjamin Sherman, Page Sullenberger, Donald Schafer & L.J. Taylor. Staff members present were Director of Community Development John Cooley, AICP, CZA, Deputy Town Clerk Kimberly Strawser, CZA, CMC and Town Attorney Catherine Lea. 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 & 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 called for nominations for Chairman.

Commissioner Sullenberger nominated Commissioner Sherman for Chairman.

It was the consensus of the Commission that Commissioner Sherman serves as the Chairman of the Town of Orange Planning Commission with a term to expire June 30, 2020.

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

Chairman Sherman thanked the Commission.

The Chairman called for nominations for Vice-Chairman.

Commissioner Schafer nominated Commissioner Sullenberger for Vice-Chair.

Chairman called for motion.

Motion was made by Commissioner Schafer, seconded by Commissioner Taylor to elect Commissioner Sullenberger as Vice-Chair of the Town of Orange Planning Commission with a term to expire June 30, 2020. On vote, Commissioner Sherman – aye, Commissioner Sullenberger – aye, Commissioner Lovell – absent, Commissioner Schafer – aye, and Commissioner Taylor – aye. Motion carried unanimously.

Planning Commission Meeting Minutes

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PUBLIC HEARING – SPECIAL USE PERMIT REQUEST FOR COMMUNICATIONS TOWER – CASE #SUP2019-01

The Director of Community Development reported that the Town of Orange received request from Harris Corporation on behalf of Orange County on April 30, 2019 for a Special Use Permit for 202 Dailey Drive, Tax Map #0440000000028A, to construct a communications tower to support Harris P25 Public Safety Radio System to be implemented by Orange County. The Director of Community Development reported further that the location is currently zoned Town Activity Center (TAC) and Chapter 19, Article 5-50.20 provides for this use through the special use permit process. The Director of Community Development stated that staff reviewed the submission and it meets all conditions/requirements of the zoning ordinance. The Director of Community Development stated that staff recommends that the Town of Orange Planning Commission move Case #SUP2019-01 to Town Council for their review with a recommendation for approval contingent upon the successful resolution of the outstanding comments and recordation of the necessary easements.

County Administrator Bryan David appeared before the Commission and thanked the Town for accommodating them and moving along with the process.

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

There was no public comment.

Chairman Sherman declared the Public Hearing closed.

After discussion, motion was made by Vice-Chair Sullenberger, seconded by Commissioner Taylor that the Town of Orange Planning Commission move Case #SUP2019-01 to Town Council for their review with a recommendation for approval contingent upon the successful resolution of outstanding comments and recordation of the necessary easements. On vote, Chairman Sherman – aye, Vice-Chair Sullenberger – aye, Commissioner Lovell – absent, Commissioner Schafer – aye, and Commissioner Taylor – aye. Motion carried unanimously.

County Administrator Bryan David thanked the Commission.

PUBLIC COMMENT

There was no public comment.

PLANNING COMMISSION MEETING MINUTES OF JUNE 24, 2019

The minutes stand approved.

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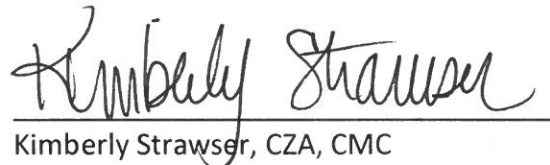
CONTINUED DISCUSSION OF COMPREHENSIVE PLAN UPDATE

Discussion of Comprehensive Plan update was moved to the Commission's next meeting on July 22, 2019.

NEXT MEETING

The Commission will meet on Monday, July 22, 2019 at 7 p.m.

With no further business to come before the Commission, the meeting adjourned at 6:19 p.m.

Handwritten signature of Kimberly Strawser in cursive script, written over a horizontal line.

Kimberly Strawser, CZA, CMC
Deputy Town Clerk

Handwritten signature of Chairman Benjamin Sherman in cursive script, written over a horizontal line.

Chairman Benjamin Sherman

Planning Commission Meeting Minutes

August 26, 2019

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: Vice – Chair Page Sullenberger, Commissioners Charles Lovell, Donald Schafer & L.J. Taylor. Staff members present were Director of Community Development John Cooley, AICP, CZA, Town Attorney Catherine Lea and Deputy Town Clerk Kimberly Strawser, CZA, CMC. Councilmember Timothy Bosford was also present. Chairman Benjamin Sherman was absent.

CALL TO ORDER

Vice-Chair Sullenberger 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 JULY 22, 2019

The minutes stand approved as presented.

CONTINUED DISCUSSION OF DUNKIN' SITE PLAN

The Director of Community Development reviewed his memo with the Commission. The Director of Community Development reported that staff received comments from Culpeper Soil & Water, Town of Orange Public Works and they have been provided to the engineer. The Director of Community Development stated that staff has not received comments from VDOT. The Director of Community Development stated further that staff received sign locations; site amenity details, rendered elevations and menu board cut sheet from the engineer and were included in their packages. After discussion it was consensus of Commission to wait until all comment letters were received and discuss further at their next meeting on September 23rd.

DISCUSSION OF DIGITAL MENU BOARDS

The Director of Community Development reported staff received a request from McDonalds regarding the installation of new digital menu boards at their location on Madison Road. The Director of Community Development stated as the Zoning Administrator he made the determination, based on his interpretation of the electronic message sign definition found in the ordinance, that the digital message boards were not allowed. The Director of Community Development stated further that he and the owner have been in discussion regarding this. The Director of Community Development stated it maybe in the best interest of the Town to formulate a definition for menu boards that would be fair to both citizens of the town as well as

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the owners and operators of various drive thru restaurants. The Director of Community Development stated further that staff would work with the Town Attorney to work up a proposed ordinance to address digital menu boards and bring back to the Commission at their next meeting on September 23rd.

DISCUSSION OF SOLAR FARMS IN TOWN

The Director of Community Development stated that staff received two requests regarding the installation of solar farms within the Town of Orange. The Director of Community Development stated further that the requests were from Borrego Solar Systems, Inc. and a request from Mr. Carl Owens. The Director of Community Development stated that this use is not in town code. The Director of Community Development stated further that it would be in the best interest of the town to make an ordinance that controls where solar farms in town could be. A discussion was held on locations of where solar farms would be allowed in town - no solar farms in residential areas, minimum size parcel and buffers. The Director of Community Development stated staff would work with the Town Attorney to look at ordinances from other localities and bring back to the Commission at their next meeting and discuss further.

DISCUSSION OF FY2020-FY2025 CAPITAL IMPROVEMENTS PLAN (CIP)

The Director of Community Development reported the following - pictures were added to the CIP, moved the roundabout at the Food Lion entrance up on the list. Commission Schafer suggested adding a roundabout to the Hilltop Drive connector. A discussion was held.

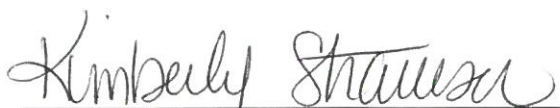
CONTINUED DISCUSSION OF COMPREHENSIVE PLAN UPDATE (TIME ALLOWING)

This item will be discussed at the next meeting.

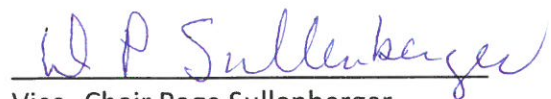
NEXT MEETING

The Commission will meet on Monday, September 23, 2019 at 7 p.m.

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



Kimberly Strawser, CZA, CMC
Deputy Town Clerk



Vice- Chair Page Sullenberger

