



**Planning Commission Agenda
Town of Orange Community Meeting Room
Monday, January 23, 2023**

6:00 p.m.

1. Call to order.

Roll Call:

Chairman Benjamin Sherman
Vice Chair Page Sullenberger
Commissioner Rita Carroll

Commissioner Donald Schafer
Commissioner LJ Taylor
(Vacant), *Ex-Officio*

- 2. Public Comment** – *The public is invited to make brief comments that would not necessarily require scheduling a separate Agenda item. It is asked that everyone speaking please state their name and address or group affiliation, if any.*
- 3. Planning Commission Meeting Minutes of November 28, 2022.**
- 4. Review & Discussion of Rappahannock Rapidan Community Service Board Site Plan. (SP2022-02)**
- 5. Continued Discussion of Comprehensive Plan Updates.**
 - Continued Discussion of Planning Commission Goals for Themes 1, 2, & 3
- 6. Next Meeting – February 27, 2023, at 6:00 p.m.**
- 7. Adjournment.**

The Town of Orange Planning Commission Agenda Package is available on the Town's website for review at www.townoforangeva.org

Planning Commission Meeting Minutes
November 28, 2022
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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 (arrived at 6:40 p.m.), Vice-Chair Page Sullenberger, Commissioners Rita Carroll, 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

The Vice-Chairman 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 26, 2022

The minutes stand approved, as presented.

CONSIDERATION & CONTINUED DISCUSSION OF AMENDMENTS TO THE PLANNING COMMISSION BY-LAWS

The Deputy Town Clerk reported that it was the consensus of the Commission to continue discussion of the proposed amendment to Section III – Conduct of Business Generally; number 2 – Minutes. The Deputy Town Clerk stated that the Town Attorney would review the information on what a majority would be for the Commission.

A discussion was held.

Vice Chairman read the proposed amendment to amend the by-laws, as presented. On vote, Chairman Sherman – absent, Vice-Chair Sullenberger – aye, Commissioner Carroll – aye, Commissioner Schafer – nay, and Commissioner Taylor – aye. Motion carried unanimously.

Section III – Conduct of Business Generally; number 2-Minutes are amended to: *The Chairperson shall call for active approval of the minutes of prior meetings. The Chair will then ask if there are any corrections or additions to be made. If a correction and/or addition is agreed to, or no correction and/or addition is called, the Chair shall call for a motion to approve the minutes. Upon receipt of a motion and a second, the Commission shall vote and upon a majority vote, the minutes shall be approved. Reading thereof shall not be required unless so moved.*

CONTINUED DISCUSSION OF COMPREHENSIVE PLAN UPDATES

The Director of Community Development stated that at the Commission's last meeting staff requested the Commission come up with three goals for Themes 1-3. The Director of Community Development stated further he received comments from Commissioner Carroll and he reviewed them with the Commission.

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Commissioner Schafer shared three goals for Theme 1 – Economy – jobs, pay, and affordability. Commissioner Schafer stated he liked the other three goals already in Theme 1.

Vice-Chair Sullenberger stated the town needs fiber. The Director of Community Development reported that the new FCC maps would be coming out soon.

Commissioner Taylor stated there needed to be farming commerce in the town. A discussion was held on how to bring/draw farming commerce to the town. Vice-Chair Sullenberger stated someone could reach out to the extension office.

Councilmember Bosford stated that Town Council had been discussing creating an Economic Development position.

Vice-Chair Sullenberger stated one of her long-term goals was how to plan for change.

Other items discussed

- A way to track Air-bnb's
- Need to increase pay – to increase pay would need to increase taxes
- How to help the low-income population
- Where would the entrepreneur's zone be in town
- Meal's tax
- How to entice businesses/food establishments to town
- Are food trucks required to pay meals tax

Chairman Sherman suggested to create an entrepreneur's zone and offer tax incentives.

The Director of Community Development stated there was an opportunity zone. The Director of Community Development reported it was a zone where you could defer capital gains tax, to invest in an opportunity zone. The Director of Community Development stated that you must leave the investment for a certain amount of time and the tax goes away.

Chairman Sherman asked the Commission what they wanted to see the town offer.

- Fiber internet
- A business work center

Commissioner Carroll suggested determining where the opportunity zone could be.

Commissioner Taylor and Commissioner Carroll liked the idea of work center.

A brief discussion was held on hub zones, SBA loans and grant opportunities.

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After a lengthy discussion, the Director of Community Development requested that the Commission look over Themes 2-3 and come up with the top three goals and be ready to discuss at the next meeting.

NEXT MEETING

The Commission will meet on Monday, January 23, 2023, at 6:00 p.m.

With no further business to come before the Commission, the meeting adjourned at 7:33 p.m.

Kimberly Strawser, CZA, CMC
Deputy Town Clerk

Chairman Benjamin Sherman



AGENDA SUMMARY

January 23, 2023

Agenda Item #4

Review & Discussion of Rappahannock Rapidan Community Service Board Site Plan.

SP2022-02

SUMMARY

See enclosed letter from Director of Community Development to Hinchey & Baines regarding the site plan for Rappahannock Rapidan Community Services Board.

STAFF RECOMMENDATION:

None needed.

PLANNING COMMISSION VOTE/ MOTION FOR CONSIDERATION:

None needed.



**Town of Orange
Department of Community Development
Zoning Administrator**

119 Belleview Avenue, Orange, Virginia 22960 - 1401

Phone: (540) 672-6917 Fax: (540) 672-4435

Email – townplanner@townoforangeva.org

January 13, 2023

Marvin Hinchey, P.E.
c/o Hinchey & Baines
125 E. Davis Street, Suite 201
Culpeper, A 22701

RE: Rappahannock Rapidan Communities Services Board Site Plan – SP2022-02

Dear Mr. Hinchey:

The purpose of this letter is to render a determination in accordance with Section 12-30(c) of the Zoning Ordinance with regards to whether the site development plan you recently submitted on behalf of the Rappahannock Rapidan Communities Services Board is considered complete. Accordingly, I have determined that the site plan and accompanying documents dated submitted on December 21, 2022 and January 3, 2023 are substantially complete but are missing several required pieces of information:

General Comments

1. All comments provided to the engineer from Public Works personnel must be addressed to the satisfaction of the Public Works personnel before the plans will/can be approved.
2. Due to the changes in water sewer services to the property, availability fees may be required to be paid.

Existing & Proposed Site Conditions:

1. Existing uses need to be identified on the plans.
2. The owner of record must be identified on the plans
3. Need information on whom performed the survey of the property to be shown on the plans.
4. Building Setback lines need to be shown on the plans.
5. Estimate of water consumption must be included in the plans.
6. Location of proposed fire hydrants and/or distance to nearest existing fire hydrant must be shown on the plans.
7. Locations, heights, and specifications of all outdoor lighting for parking lots, sidewalks and pedestrian walkways, public spaces and common areas, and all other areas designed or intended for use during evening hours, including a diagram of each type of outdoor luminaire and photometric plan indicating lighting patterns and footcandle needs to be shown in the plans.
8. No Archeological, natural, and historic features and landmarks were found. The plan shall be revised to delineate such as discovered during the review process.

9. No Identification or location of areas of contamination, remediation, and other adverse environmental conditions of the property were found. The plan shall be revised to delineate such as discovered during the review process.
10. No Identification or location of any grave, object, or structure marking a place of burial were found. The plan shall be revised to delineate such as discovered during the review process.

Numbers 8, 9, and 10 above should be included as notes on the plans.

11. On page 5 of 13 please review the need for an ADA ramp accessing the parking area in front of the RRCS offices.
12. On page 12 of 13 the painted ADA walkways could be interpreted as planting areas. Please review and update as needed.
13. On page 3 of 13 along the southern property line with VT HALE LLC, there appears to be a new 4' wide riprap channel being proposed on the adjacent property owner, VT HALE LLC. Please provide documentation that an easement for this work has been obtained.

Supplemental Information:

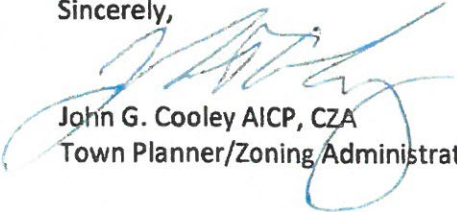
1. Approval from Orange County, VA and the Culpeper Soil and Water Conservation District regarding the erosion and sedimentation control plan as well as the storm water management plan.
2. Approval by VDOT

The omissions noted above will not affect the ability of the Town to adequately review the plan. The plan will be forwarded to the Planning Commission prior to its next regular meeting on **January 23, 2023**. The meeting will be held in the Town of Orange Community Room which is located at 235 Warren Street at 6:00 PM. As we get closer to the meeting date we can determine if representatives from the applicant should attend the January 23, 2023 Planning Commission meeting.

The information contained in this letter involves an interpretation and/or determination of the requirements of the zoning and subdivision ordinances of the Town of Orange. You have the right to appeal a determination of the Zoning Administrator within thirty (30) days in accordance with §15.2-2311 of the Code of Virginia. Additional information on filing an appeal may be obtained from the Town of Orange Department of Community Development. The fee for filing an appeal is \$375.00 (\$200.00 administrative fee and \$175.00 advertising fee). The determination of the Zoning Administrator is final and unappealable if no Notice of Appeal is filed within thirty (30) days.

If you have any questions or comments regarding this matter, or if you would like more information on filing an appeal, please contact me at (540) 672-6917.

Sincerely,



John G. Cooley AICP, CZA
Town Planner/Zoning Administrator



AGENDA SUMMARY

January 23, 2023

Agenda Item #5

Continued Discussion of Comprehensive Plan Updates

SUMMARY

At the Commission's last meeting on November 28th, the Director of Community Development requested that the Commission look over Themes 2-3 and come up with the top three goals and be prepared to discuss.

STAFF RECOMMENDATION:

None.

PLANNING COMMISSION VOTE/ MOTION FOR CONSIDERATION:

None needed.