

Planning Commission Meeting Minutes
October 24, 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, Vice-Chair Page Sullenberger (arrived at 6:47 p.m.), 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 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 Deputy Town Clerk stated that on page 2 of the minutes Commissioner Schafer's name was misspelled correction would be made. The minutes stand approved, as amended.

CONTINUED DISCUSSION OF DOMINION ENERGY – PROPANE FACILITY RENOVATION

The Director of Community Development stated that staff received the revised Dominion Energy plans. The Director of Community Development reported that he received conditional approval from VDOT as well as a few labeling comments from the Assistant Director of Public Works. The Director of Community stated that staff was looking for conditional approval of the plans with the conditions satisfying VDOT requirements, a letter was received from Culpeper Soil & Water that they approve the plans and are addressing the comments from Public Works.

After discussion, motion was made by Commissioner Taylor, seconded by Commissioner Schafer that the Planning Commission recommend approval for staff to approve the Dominion Energy Propane Facility Renovation site plan, contingent on comments received from VDOT and Culpeper Soil and Water. On vote, Chairman Sherman – aye, Vice-Chair Sullenberger – absent, Commission Carroll – aye, Commissioner Schafer – aye, and Commissioner Taylor – aye. Motion carried unanimously.

CONSIDERATION AND DISCUSSION OF AMENDMENTS TO THE PLANNING COMMISSION BY-LAWS

The Deputy Town Clerk reported that at the August 22nd meeting it was consensus of the Commission to change their meeting time from 7 p.m., to 6 p.m. The Deputy Town Clerk stated that this change needed to be reflected in the Planning Commission by-laws. The Deputy Town Clerk reported that it was brought to her attention by the Town Clerk that minutes needed to be voted on and approved by the Commission. The Deputy Town Clerk reported further that after review and discussion with the Town Attorney this would be better reflected with an amendment to the by-laws as well. The Deputy Town Clerk stated that the minutes are a legal document for the Commission and should be voted on. The Deputy Town Clerk stated further by approving the

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minutes, the Commission agreed that “this is what happened in the meeting” and the minutes became the official record of the meeting.

The Deputy Town Clerk stated that the proposed amendments were highlighted in the by-laws included in the Commission’s package and are as follows:

- page 1 amended date of by-laws would be added
- Section III – Conduct of Business Generally; number 2 delete and add *“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”*
- Section VI-Meetings – remove 7:00 and add 6:00
- Last page amended date of by-laws

Commissioner Schafer requested for clarification from the Town Attorney regarding the quorum of members when voting. After discussion, the Commission requested that the Town Attorney gather information on what a majority would be for the Commission and bring the information back to the next meeting to be discussed.

After lengthy discussion, motion was made by Commissioner Taylor, seconded by Commissioner Carroll to change the meeting time of the Planning Commission to 6 p.m. On vote, Chairman Sherman – aye, Vice-Chair Sullenberger – absent, Commissioner Carroll – aye, Commissioner Schafer – nay, and Commissioner Taylor – aye. Motion carried unanimously.

It was the consensus of the Planning Commission to table the discussion of the amendment to Section III – Conduct of Business General; number 2 to their next meeting.

CONTINUED DISCUSSION OF COMPREHENSIVE PLAN UPDATES

The Director of Community Development stated that at the Commission’s last meeting staff requested the Commission review Themes 1-3 of the Comprehensive Plan. The Director of Community Development stated further that staff requested that Commissioner’s come up with three goals for each Theme and be prepared to discuss at their meeting.

A lengthy discussion was held on the following:

- Clarification of the relationship that ODA has with the Town
- Creating an economic strategy for the town
- The importance of bringing broadband to the town
- The need for more grocery stores
- Bringing back the farmer’s market

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- Need to promote higher paying jobs
- How to attract more businesses
- Create a joint effort with Orange County Economic Development

It was the consensus of the Commission to focus on three goals for Themes 1-3 and bring back to their next meeting.

CONSIDERATION OF CANCELING DECEMBER 26TH MEETING

Staff reported that since the December 26th meeting falls on a Town Christmas holiday, staff was requesting the meeting be cancelled. It was consensus of the Commission to cancel the December 26th meeting.

NEXT MEETING

The Commission will meet on Monday, November 28th at 6:00 p.m.

With no further business to come before the Commission, the meeting adjourned at 7:27 p.m.



Kimberly Strawser, CZA, CMC
Deputy Town Clerk



Chairman Benjamin Sherman