



**Planning Commission Agenda
Town of Orange Community Meeting Room
Monday, October 24, 2022**

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
Councilmember Timothy Bosford, *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 September 26, 2022.

4. Continued Discussion of Dominion Energy – Propane Facility Renovation.

5. Consideration and Discussion of Amendments to the Planning Commission By-laws.

6. Continued Discussion of Comprehensive Plan Updates.

- Discussion of Planning Commission Goals for Themes 1, 2, & 3

7. Consideration of Cancelling December 26th Meeting.

8. Next Meeting – November 28th at 6:00 p.m.

9. Adjournment.

Planning Commission Meeting Minutes
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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: 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 and Town Attorney Catherine Lea. Chairman Benjamin Sherman was absent. Councilmember Timothy Bosford and Commissioner Rita Carroll arrived at 6:45 p.m. (forgot that the meeting time changed from 7p.m., to 6p.m.)

CALL TO ORDER

The Vice-Chair called the meeting to order. The Deputy Town Clerk called roll and noted that there was a quorum present.

PLANNING COMMISSION MEETING MINUTES OF AUGUST 22, 2022

The minutes stand approved as amended.

DISCUSSION OF COMPREHENSIVE PLAN UPDATES

A lengthy discussion was held on the updates to the Comprehensive Plan. The Director of Community Development asked that the Commissioners review the Themes and come up with three goals for each. The Director of Community Development stated that further discussion would be held at the next meeting.

CONTINUED DISCUSSION OF FY2022-FY2027 CAPITAL IMPROVEMENTS PLAN (CIP)

A discussion/review was held on the FY2022-FY2027 Capital Improvements Plan. The Director of Community Development reported that nothing in the CIP had changed since the last meeting/review. The Director of Community Development stated that the Town Council retreat would be held on October 3rd. The Director of Community Development stated further that staff would request to Town Council to add Spicers Mill sidewalk back to the CIP. Vice-Chair Sullenberger stated that many sidewalks in town needed to be improved.

UPDATES FROM DIRECTOR OF COMMUNITY DEVELOPMENT

The Director of Community Development reported and gave updates on the following:

- 100% plans were received for the standpipe
- Staff was addressing political signs in town
- Town Council Retreat would be on October 3rd at 4 p.m., in the Community Meeting Room

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Commissioner Schaffer inquired whether anyone from the schools were invited to the retreat. Commissioner Taylor stated that when he and Vice-Chair Sullenberger organized the committees for the Comprehensive Plan revisions, they would invite someone from the schools/schoolboard to the committees.

A brief discussion was held on the Comprehensive Plan Committees.

FOIA OVERVIEW – TOWN ATTORNEY

The Town Attorney stated that Freedom of Information Act (FOIA) review was to be done every two years. The Town Attorney reviewed FOIA with the Commissioners. The Town Attorney reviewed violations under FOIA and what was considered a meeting. The Town Attorney expressed the importance of the Commissioners to use their town issued email addresses.

The Town Attorney stated that Conflict of Interest (COIA) training was available to the Commission, however they were not required to do the training. The Town Attorney reviewed what COIA was with the Commission. The Town Attorney stated she would email the COIA training link to the Commission if they were interested in the training, which she encouraged them to do so.

NEXT MEETING

The Commission will meet on Monday, October 24th at 6:00 p.m.

With no further business to come before the Commission, the meeting adjourned at 7:22 p.m.

Kimberly Strawser, CZA, CMC
Deputy Town Clerk

Vice-Chair Page Sullenberger



AGENDA SUMMARY

October 24, 2022

Agenda Item #4

Continued Discussion of Dominion Energy Propane Facility Renovation Site Plan

SUMMARY

Staff received the revised site plan for the Dominion Energy Propane Facility renovations on October 19th. Enclosed you will find the comment letter from Dewberry addressing comments received after staff review. Staff finds that comments have been addressed, however staff is still waiting on final comments, from second review from VDOT and Culpeper Soil and Water.

STAFF RECOMMENDATION:

Staff recommends approval of the Dominion Energy Propane Facility Renovation contingent on the comments received from VDOT and Culpeper Soil and Water.

PLANNING COMMISSION VOTE/ MOTION FOR CONSIDERATION:

"I move the Town of Orange 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."



October 18, 2022

Town of Orange
Community Development Department
Attn: John Cooley, Town Planner/Zoning Administrator
119 Belleview Ave.
Orange, VA 22960

RE: Dominion Propane Gas Storage Facility, Town of Orange, VA

Dear Mr. Cooley,

Dewberry has received your staff review comment letter dated September 26, 2022, for the above referenced project. On behalf of the Dominion Energy, Dewberry would like to offer the following responses to the comments provided as well as the associated revisions to the design documents. If there are any responses that you would like to discuss, please do not hesitate to reach out to us.

Town of Orange Department of Community Development

General Comments

1. All Work on this project must be executed on the property owned by Dominion Energy. On sheet C-130, along the northern property line, silt fence is shown encroaching onto the property owned by MC Commercial Holdings LLC. In addition, along the eastern property line, which runs parallel to Route 15, the proposed construction entrance, the proposed temporary construction gate, the proposed safety fence and the proposed silt fence encroach upon right-of-way owned and maintained by the Town of Orange. To repeat, all work on this project must be on the property owned by Dominion Energy or be within an approved and recorded easement.
Dewberry: The proposed construction entrance, the proposed temporary construction gate, the proposed safety fence, and the proposed silt fence have been moved to be within the Dominion Energy property lines.
2. 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.
Dewberry: Acknowledged. The plans have been revised in response to public works comments for their review.
3. Due to the changes in water service to the property, availability fees may be required to be paid.
Dewberry: Acknowledged. No increase in domestic water demand is proposed as part of this project.

Existing & Proposed Site Conditions

1. Archeological, natural, and historic features and landmarks. The plan shall be revised to delineate such as discovered during the review process.
Dewberry: There are no known features of this type on the site. A note has been added to the Existing Conditions section of sheet C-001 stating that none of the mentioned conditions have been identified on the property.
2. Identification and location of areas of contamination, remediation, and other adverse environmental conditions of the property.
Dewberry: There are no known areas of adverse environmental condition on the property. A note has been added to the Existing Conditions section of sheet C-001 to make this statement.

3. Identification and location of any grave, object, or structure marking a place of burial.
Dewberry: There are no known features of this type on site. A note has been added to the Existing Conditions section of sheet C-001 stating that none of the mentioned conditions have been identified on the property.

Additional Comments

1. General Notes, Demolition, 7. Saw cut dust control, (A) – In the first line please change “enter storm drains or watercourses with first” to “enter storm drains or watercourses without first”.
Dewberry: The wording on the Demolition note has been revised accordingly.
2. General Notes, Demolition, 7. Saw cut dust control, (D) – In the second line please change “rapped” to “trapped”.
Dewberry: The wording on the Demolition note has been revised accordingly.

Virginia Department of Transportation

1. Sheet C-110, on the existing northern commercial, entrance, extend the proposed Mill & Overlay to the closest edge of the existing right turn lane on Rte. 15.
Dewberry: The Mill & Overlay has been extended to meet the closest edge of the existing pavement on Rte. 15.
2. Sheet C-110, on the existing southern commercial entrance, extend the proposed Mill & Overlay to the Rte. 15 edge of pavement.
Dewberry: The Mill & Overlay has been extended to meet the Rte. 15 edge of pavement.
3. Sheet C-130, remove and relocated the proposed “Temporary Construction Gate” from the existing northern paved commercial entrance to a location internal to the site to prevent potential traffic backups on Rte. 15.
Dewberry: The Temporary Construction Gate has been relocated further into the site to prevent traffic backups on Rte. 15.
4. Sheet C-130, remove and relocate the proposed Construction Entrance from the existing northern paved commercial entrance to a location internal to the site.
Dewberry: The proposed Construction Entrance has been relocated further into the site.
5. Please label VDOT's Rte. 15 right-of-way line (Sheets C-110, C-120, C-130, C-140, etc.)
Dewberry: The right-of-way line has been labelled on all the relevant sheets.
6. A VDOT Land Use Permit will be required.
Dewberry: Acknowledged.

Culpeper Soil & Water Conservation District

1. Per minimum standard 1, temporary and permanent seeding need to be provided and labeled per VESCH 3.31 AND VESCH 3.32 on sheet C130.
Dewberry: Temporary and permanent seeding locations have been provided and labeled on sheet C-130.
2. Per minimum standard 11, outlet protection needs to be provided for the culverts in accordance with VESCH 3.18. Please provide material specifications and apron dimensions.
Dewberry: Outlet protection has been labeled on sheet C-130. Riprap specifications and apron dimensions are provided in the sizing table on C-130.
3. Please clarify the flow path for the inlet provided on the Northeastern side of the building.
Dewberry: The plans propose demolition of the existing inlet and drainage piping. The existing

inlet is plugged and in a state of disrepair. Minor grading adjustments in the pavement will send runoff to the concrete ditch via overland flow.

4. Per subsection h of minimum standard 19, all onsite conveyance systems including culverts and ditches should be verified adequate in accordance with subsection b of minimum standard 19. Profile and calculations need to be provided. Per subsection i of minimum standard 19, increased flows must be diverted to adequate channel. The downstream receiving channel (i.e. the roadside ditch and U.S. Route 15 culvert) need to be shown to be adequate to receive increased runoff associated with lot improvements in accordance with subsection b(2b) and (2c).
Dewberry: The primary onsite drainage ways and the downstream drainage way along Rt-15 have been verified in accordance with MS-19. Calculations and cross sections have been included on sheet C-131.
5. Per minimum standard 11, stabilization matting is needed to stabilize ditches and steep fill slopes per VESCH 3.36. Please label on sheet C-130.
Dewberry: Stabilization matting has been included and labeled in select areas on sheet C-130.
6. Please provide sections of sheet, concentrated and channel flow and include the time of concentration calculations on sheet C-131.
Dewberry: Time of concentration calculations have been revised on sheet C-131 to include the subsections of each flow type.
7. Limits of disturbance need to be clearly labeled including all demolition areas. It does not appear that all areas are defined on sheet C-130.
Dewberry: Limits of disturbance have been identified on sheet C-130. The limits of disturbance shown represent the limits of regulated land disturbance under the VSMP Regulations and are limited to those areas where there is a change in grade, land cover, or drainage characteristics. Areas of demolition which will be returned to original grade, land cover type, and drainage characteristics are considered exempt from the definition of land disturbance under the VSMP Regulation as either maintenance or linear construction. All areas of demolition are intended to be protected by proper erosion and sedimentation controls.

Sincerely,



Patrick Hill
Assistant Project Manager



**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

August 25, 2022

Patrick Hill, PE
Assistant Project Manager
c/o Dewberry
4805 Lake Brook Drive, Suite 200
Glen Allen, VA 23060-9278

RE: Dominion Propane Facility Renovation Site Plan – SP2022-01

Dear Mr. Hill:

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 Dominion Energy is considered complete. Accordingly, I have determined that the site plan and accompanying documents dated July 28, 2022 are substantially complete but are missing several required pieces of information:

General Comments

1. All Work on this project must be executed on the property owned by Dominion Energy. On sheet C-130, along the northern property line, silt fence is shown encroaching onto the property owned by MC Commercial Holdings LLC. In addition, along the eastern property line, which runs parallel to Route 15, the proposed construction entrance, the proposed temporary construction gate, the proposed safety fence and the proposed silt fence encroach upon right-of-way owned and maintained by the Town of Orange. To repeat, all work on this project must be on the property owned by Dominion Energy or be within an approved and recorded easement.
2. 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.
3. Due to the changes in water service to the property, availability fees may be required to be paid.

Existing & Proposed Site Conditions:

1. Archeological, natural, and historic features and landmarks. The plan shall be revised to delineate such as discovered during the review process.
2. Identification and location of areas of contamination, remediation, and other adverse environmental conditions of the property.
3. Identification and location of any grave, object, or structure marking a place of burial.

(For Numbers 1, 2 and 3 above, a note should be added to the plans stating that none of the stated conditions have been identified on the property.)

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

Lastly, the following are text changes that are requested:

Sheet C-001:

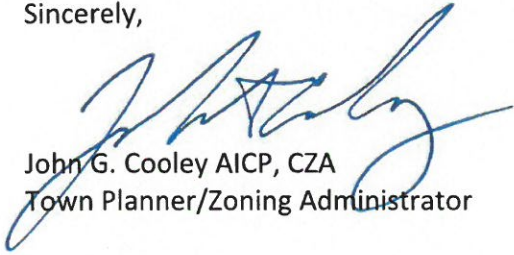
- General Notes, Demolition, 7. Saw cut dust control, (A) – In the first line please change “enter storm drains or watercourses with first” to “enter storm drains or watercourses without first”,
- General Notes, Demolition, 7. Saw cut dust control, (D) – in the second line please change “rapped” to “trapped”.

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 **September 26, 2022**. 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 September 26, 2022 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

TO: John Cooley
FROM: Mark Wood – Asst. Resident Engineer/Land Use Engineer
DATE: September 26, 2022
RE: Dominion Propane Gas Facility, Town of Orange, VA
Rte. 15 (James Madison Highway)
Speed Limit: 45
AADT: 13,000
Functional Classification: Minor Arterial

John,

Upon review of the submittal of the site plan for the “Propane Gas Storage Facility, Town of Orange, VA”, prepared by Dewberry, dated May 5, 2022, revised May 26, 2022, revised, sealed and signed July 21, 2022 and received by VDOT on August 18, 2022. VDOT offers the following comments:

General

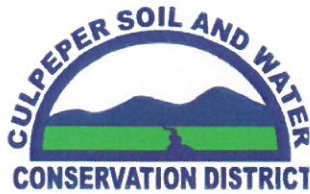
1. Sheet C-110, on the existing northern commercial entrance, extend the proposed Mill & Overlay to the closest edge of the existing right turn lane on Rte. 15.
2. Sheet C-110, on the existing southern commercial entrance, extend the proposed Mill & Overlay to the Rte. 15 edge of pavement.
3. Sheet C-130, remove and relocate the proposed “Temporary Construction Gate” from the existing northern paved commercial entrance to a location internal to the site to prevent potential traffic backups on Rte. 15.
4. Sheet C-130, remove and relocate the proposed Construction Entrance from the existing northern paved commercial entrance to an a location internal to the site.
5. Please label VDOT’s Rte. 15 right-of-way line (Sheets C-110, C-120, C-130, C-140, etc.
6. A VDOT Land Use Permit will be required.

NOTES:

The above mentioned items may warrant additional comments based on how they are addressed with the next plan submittal.

Please provide a letter signed by the engineer of record detailing any and all changes to the plans dated 07/21/22 with any future submittal.

Please contact Mark Wood at (540) 223-5240 should you have any questions or concerns regarding this project or to schedule a meeting.



Culpeper Soil & Water Conservation District

Serving Culpeper, Greene, Madison,
Orange, & Rappahannock

351 Lakeside Drive
Culpeper, Va. 22701
(540) 825-8591
Culpeper
(540) 645-6624 fax
(540) 308-6301 Orange
(855) 616-1654 fax
(540) 948-7531
Madison

September 30, 2022

Davis Smith
Erosion and Sediment Control Administrator
128 W. Main Street
Orange, Virginia 22960

Dear Mr. Smith,

I have reviewed the July 21, 2022 site plan for the Propane Gas Storage Facility tax parcel number 04400000000290 located on James Madison Highway in the county of Orange, Virginia. The erosion and sediment control plan as submitted does not meet the minimum standards (9VAC25-840-40) for preventing erosion and sedimentation from the project activities. Deficiencies are noted below.

1. Per minimum standard 1, temporary and permanent seeding need to be provided and labeled per VESCH 3.31 AND VESCH 3.32 on sheet C130.
2. Per minimum standard 11, outlet protection needs to be provided for the culverts in accordance with VESCH 3.18. Please provide material specifications and apron dimensions.
3. Please clarify the flow path for the inlet provided on the Northeastern side of the building.
4. Per subsection h of minimum standard 19, all onsite conveyance systems including culverts and ditches should be verified adequate in accordance with subsection b of minimum standard 19. Profile and calculations need to be provided. Per subsection i of minimum standard 19, increased flows must be diverted to adequate channel. The downstream receiving channel (i.e. the roadside ditch and U.S. Route 15 culvert) need to be shown to be adequate to receive increased runoff associated with lot improvements in accordance with subsection b(2b) and (2c).
5. Per minimum standard 11, stabilization matting is needed to stabilize ditches and steep fill slopes per VESCH 3.36. Please label on sheet C-130.
6. Please provide sections of sheet, concentrated and channel flow and include the time of concentration calculations on sheet C-131.
7. Limits of disturbance need to be clearly labeled including all demolition areas. It does not appear that all areas are defined on sheet C-130.

Please feel free to contact me if you have any questions

Sincerely,

Henny Calloway
Conservation Specialist

cc: Robert Bradford, Orange County Director
Robert Brame, Orange County Director
Warren Lee, Orange County Associate Director



AGENDA SUMMARY

October 24, 2022

Agenda Item #5

Consideration and Discussion of Amendments to the Planning Commission By-laws

SUMMARY

Enclosed in your package you will find the Planning Commission By-laws with the proposed updates as noted below.

1. At the August 22nd meeting, it was the consensus of the Commission to change their meeting time from 7 p.m., to 6 p.m.
2. Staff has been in discussions with the Town Attorney regarding an amendment to Section III-Conduct of Business Generally, number 2. This section discusses the approval of minutes. The Town Attorney and staff agree that the minutes are a legal document for the Commission and should be voted on. By approving the minutes, the Commission is agreeing that "this is what happened in the meeting" and becomes the official record of the meeting.

STAFF RECOMMENDATION:

Staff recommends the Planning Commission amend the by-laws, as presented.

PLANNING COMMISSION VOTE/ MOTION FOR CONSIDERATION:

"I recommend the Town of Orange Planning Commission amend the by-laws, as presented."

TOWN OF ORANGE PLANNING COMMISSION
BYLAWS AND RULES OF PROCEDURE

PREAMBLE

In order to provide for the fair and effective conduct of business that comes before the Town of Orange Planning Commission (hereafter "Commission"), the following Bylaws and Rules of Procedure (hereafter "Bylaws") as adopted, May 26, 2015, and amended on _____, 2022, pursuant to Virginia Code §15.2-4205, as amended.

I-OFFICERS AND DUTIES

Town Planning Commissioners appointments and terms shall be in conformance with Chapter 2, Division 4 of the Town of Orange Town Code.

Upon motion duly made, the Chairperson and Vice-Chairperson shall be elected by the Commission annually at the first regular July meeting from among the members, whose term shall be for one (1) year. The Chairperson shall preside at all Commission meetings or the Vice-Chairperson in his or her absence. The Deputy Town Clerk shall serve as the Clerk/Secretary of the Commission. The Town Attorney shall serve as counsel to the Commission; prepare memoranda of law as requested by the planning commission, and reviews drafts of ordinances, resolutions, bylaws, and their amendments. The Zoning Administrator shall serve to advise the Commission on all matters regarding the regulation of development and prepares all related documents for presentation to the planning commission.

II- OFFICIAL MINUTES

An electronic analog or digital recording of all proceedings shall be kept by the Deputy Town Clerk for a period of no less than six (6) months. Recordings of public hearings shall be kept for a period of no less than three (3) years. Written transcription of all motions, seconds, and votes, and the primary details of public hearings, being the "official" acts taken by the Commission or occurring at each meeting shall be made available by the next regular Commission meeting and shall be distributed to each Commissioner, prior to that meeting. Such written transcriptions shall become the Official Minutes of the Commission, as set forth below in (III) (2). The Official Minutes shall be permanently kept by the Deputy Town Clerk in an official Minute Book to be available for public inspection at the Deputy Town Clerk's office during regular business hours.

III-CONDUCT OF BUSINESS GENERALLY

1. The Chairperson calls the meeting to order, and the Planning Commission Clerk/Secretary shall note the members in attendance for the record. A majority of voting Commissioners in office shall constitute a quorum and must remain in attendance to conduct business. The Town Zoning Administrator and the representative from the Council shall serve, *ex officio*. They shall not vote, and they shall not be counted for purposes of determining a quorum.
- ~~2. The Chairperson shall call for a review of the unapproved 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 the minutes shall stand approved with such additions and/or corrections. If no additions or corrections are called for, the minutes shall stand approved as presented. Reading thereof shall not be required unless so moved.~~

Amend above 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.

3. The chairperson may then proceed with the duly proposed agenda for the meeting.
4. Nothing herein shall be deemed to prohibit or preclude any Commissioner from discussing any matter before the Commission with any other individual Commissioner, applicant, witness, attorney or any other person, provided that no more than two (2) Commissioners do so at the same time and place, and further provided that no agreement or understanding or commitment be made by any Commissioner with respect to his or her vote on any proposition likely to come before the Commission.
5. The Commission shall hold a meeting annually to review the previous year and decide on a work program for the coming year.

IV-PUBLIC HEARINGS AND ORDINANCE AMENDMENTS

1. Upon an individual application for specific relief, the Chairperson shall first call for a presentation by the applicant or their designated agent, during which they may be questioned by the Commissioners. Following the applicant's presentation, the Chairperson shall call for a staff report. Time limits as the Commission may desire for the proceedings may be imposed.
2. Thereafter, the Chairperson shall declare the public hearing to be open and shall call for speakers in favor of the proposition, followed by opponents. Questioning by the Commissioners of any speaker may continue. Time limits as the Commission may desire for the proceedings may be imposed.
3. The Chairperson shall then declare the public hearing closed.
4. The Chairperson shall then first call for a motion to recommend approval with or without conditions as may be allowed by law of the request. If there is no motion and second for approval, the Chairperson may entertain a motion to recommend disapproval.

V- MOTIONS AND VOTING

1. If there is an abstention, then the proposition must nevertheless carry a majority of those voting (e.g., with 3 voting and one abstention, the proposition would carry with only 2

votes). Abstention from voting shall not be counted in the determination of a motion but shall be recorded.

2. The Chairperson shall be the final arbiter of the order of procedure.

VI-MEETINGS

Pursuant to Virginia Code §15.2-1416 otherwise incorporated herein by reference, the commission shall meet on the second (2nd) and fourth (4th) Monday of each month at the Town of Orange Community Room located at 235 Warren Street at 7:00-6:00 PM unless the Commission shall resolve at a prior regular or special meeting to skip the next succeeding meeting. The time of the meeting, however, may be adjusted according to the Chairperson's discretion. The meeting on the second (2nd) Monday shall be the work session and the meeting on the fourth (4th) Monday shall be the regular meeting.

Special meetings may be called by the Chairperson or two (2) members upon written request to the Clerk/Secretary.

A work session is notice of an official and informational meeting open to the public to discuss specific matters before the commission.

A planning commission member with an interest in a matter before the commission, whether a general interest or personal, must conform to the state conflict of interest laws which may, in specific cases require the member to state his interest and refrain from all participation. The Town Attorney is available to advise on conflict of interest requirements in specific cases.

The interests of that planning commission member who is precluded from participating as a commissioner may be represented before the planning commission by a specifically designated representative or legal agent at the public hearing or work session. Testimony will be entered into the public record. He may appear himself as a private citizen.

VII-ATTENDANCE

Any citizen member of the Planning Commission absent from three (3) consecutive regular meetings or any four (4) regular meetings within a calendar year may be subject to removal by the local governing body. The Planning Commission Chairperson or Vice-Chairperson as appropriate may after said occurrence request that the Town Council remove the Planning Commission member violating the above mentioned attendance requirement.

VIII-AMENDMENTS

Any amendment may be proposed by any voting member of the Commission or by the Town Attorney, provided that the text thereof shall be provided to the Clerk/Secretary, in writing, at least seven (7) days prior to any meeting at which any such amendment shall be considered. The Clerk/Secretary shall forthwith circulate the amendment among the Commissioners no later than

seven days prior to the meeting. At any meeting duly held for the purposes of amending these Bylaws, other amendments hereto may be also proposed, even though no notice thereof was given prior to the meeting.

IN WITNESS WHEREOF these Bylaws and Rules of Procedure as adopted on May 26, 2015, and amended on _____, 2022 by a majority vote of the Planning Commission of the Town of Orange, Virginia at which a quorum was in attendance at all times.

CERTIFICATE

I hereby certify that these by-laws were duly adopted by the Planning Commission of the Town of Orange at a regular meeting on May 26, 2015, and amended on _____, 2022.

The following amendment was made by resolution that meeting times for the work sessions and regular meetings shall be at 6p.m.

Kimberly Strawser, CZA, CMC
Deputy Town Clerk



AGENDA SUMMARY

October 24, 2022

Agenda Item #6

Continued Discussion of Comprehensive Plan Updates

SUMMARY

At the Commission's last meeting on September 26th, staff asked that the Commission review Themes 1-3 of the Comprehensive Plan and come up with three goals for each Theme. Please be prepared to discuss these goals.

STAFF RECOMMENDATION:

None.

PLANNING COMMISSION VOTE/ MOTION FOR CONSIDERATION:

None needed.



AGENDA SUMMARY

October 24, 2022

Agenda Item #7

Consideration of Cancelling the December 26th Meeting

SUMMARY

Since December 26th meeting date falls on a Town Holiday, staff asks that the Commission cancels this meeting.

STAFF RECOMMENDATION:

None.

PLANNING COMMISSION VOTE/ MOTION FOR CONSIDERATION:

None needed.