



PRINCE EDWARD COUNTY
PLANNING COMMISSION
March 17, 2021 - 5:30pm

A G E N D A

Due to the COVID-19 Emergency, the Prince Edward County Planning Commission is operating pursuant to and in compliance with the County’s “EMERGENCY CONTINUITY OF OPERATIONS ORDINANCE.” While physical (in-person) access to these public meetings is not permitted, the public may participate in these meetings by calling: **1-844-890-7777, Access Code: 390313** (If busy, please call again.)

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Public Participation and Public Hearing comments for Planning Commission meetings will be received by Karin Everhart, Deputy Clerk to the Planning Commission, using one of the following methods:

1. **Written Comments:** Please limit word count to no more than 500 words. Must be received by 2:00 p.m. the day of the meeting.
  - a. **Mailed:** Planning Commission, P.O. Box 382, Farmville, VA 23901.
  - a. **E-Mailed:** Planning Commission: [info@co.prince-edward.va.us](mailto:info@co.prince-edward.va.us)
  - b. **County Dropbox:** Written comments may also be placed in the County “payment dropbox”, located in courthouse parking lot by 2:00 p.m. the day of the meeting.
  
2. **Verbal Comments:** **Citizens may also participate remotely during the meeting.** Using the meeting call-in information provided above, citizens may **phone-in to the meeting and provide comments during the Public Participation/Public Hearing portion of the agenda;** however, **citizens must pre-register** with the County Administrator’s Office at 434-392-8837 by 2:00 p.m. the day of the meeting. Callers must be on the line and ready to speak when called upon by the Chair. Please state your name and district of residence. Based upon the # of pre-registered speakers, the Chair will determine the time allotted to each speaker.

|           |    |                                                                  |    |
|-----------|----|------------------------------------------------------------------|----|
| 5:30 p.m. | 1. | The Chairman will call the March 17, 2021 meeting to order       |    |
|           | 2. | Approve Minutes                                                  | 3  |
|           | 3. | FY 2022-2024 Capital Improvement Planning (CIP) Process Overview | 15 |
|           | 4. | Presentation on Corridor Overlay Districts                       | 19 |
|           | 5. | Discussion of Planning & Zoning Fees                             | 43 |
|           | 6. | Review of Supervisors Actions                                    |    |
|           | 6. | Old Business                                                     |    |
|           | 7. | New Business                                                     |    |

Next Meeting: Wednesday April 21, 2021 at 7:00 p.m.

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**Meeting Date:** March 17, 2021  
**Item No.:** 2  
**Department:** Planning and Community Development  
**Staff Contact:** Robert Love  
**Issue:** Approval of Minutes

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**Summary:**  
For approval.

**Attachments:**  
January 19, 2021 Draft Planning Commission meeting minutes.



**Prince Edward County Planning Commission  
Meeting Minutes  
January 19, 2021  
7:00 pm**

Members Present:     John Prengaman, Chair                                     John “Jack” W. Peery, Jr., Vice Chairman  
                           Henry Womack                                                                     Preston L. Hunt  
                           Mark Jenkins                                                                    Robert “Bobby” Jones  
                           Clifford Jack Leatherwood                                                 Whitfield M. Paige  
                           Teresa Sandlin                                                                     Cannon Watson

Staff Present:             Robert Love, Planning/Zoning Director             Douglas P. Stanley, County Administrator

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Chairman Prengaman called the January 19, 2021 meeting to order at 7:00 p.m.

**Election of Chairman**

Robert Love, Planning and Zoning Director, called for nominations for the position of Chairman. Commissioner Jones nominated Commissioner Prengaman, seconded by Commissioner Sandlin. Mr. Love called for any additional nominations. There being none, he closed nominations. The motion carried:

Aye:       Preston Hunt                                     Nay: (None)             Abstain: John Prengaman  
             Mark Jenkins  
             Robert M. Jones  
             Clifford Jack Leatherwood  
             Whitfield M. Paige  
             John “Jack” W. Peery, Jr.  
             Teresa Sandlin  
             Cannon Watson  
             Henry Womack

**Election of Vice-Chairman**

Chairman Prengaman called for nominations for the position of Vice-Chairman. Commissioner Jones nominated Commissioner Peery, seconded by Commissioner Sandlin. Chairman Prengaman called for further nominations; there being none, he called for the vote for Commissioner Peery as Vice-Chairman. The motion carried:

Aye: Preston Hunt  
Mark Jenkins  
Robert M. Jones  
Clifford Jack Leatherwood  
Whitfield M. Paige  
John Pregelmann  
Teresa Sandlin  
Cannon Watson  
Henry Womack

Nay: (None)

Abstain: John "Jack" W. Peery, Jr.

**Set Day, Time and Place of Regular Meetings**

Chairman Pregelmann called for suggestions regarding the regular meeting schedule.

Commissioner Jones made a motion, seconded by Commissioner Peery, to hold the regular Planning Commission meetings on the third Tuesday of the month at 7:00 p.m. in the Board of Supervisors room of the Courthouse; the motion carried:

Aye: Preston Hunt  
Mark Jenkins  
Robert M. Jones  
Clifford Jack Leatherwood  
Whitfield M. Paige  
John "Jack" W. Peery, Jr.  
John Pregelmann  
Teresa Sandlin  
Cannon Watson  
Henry Womack

Nay: (None)

**Adoption of Bylaws**

Chairman Pregelmann called for suggestions regarding the Bylaws.

Commissioner Leatherwood made a motion, seconded by Commissioner Hunt, to adopt the Bylaws as presented; the motion carried:

Aye: Preston Hunt  
Mark Jenkins  
Robert M. Jones  
Clifford Jack Leatherwood  
Whitfield M. Paige  
John "Jack" W. Peery, Jr.  
John Pregelmann  
Teresa Sandlin  
Cannon Watson  
Henry Womack

Nay: (None)

**Bylaws Of  
Prince Edward County Planning Commission**

- 1) Meetings shall be held on a monthly basis, normally on the third Tuesday of the month at 7:00 P.M. in the Board of Supervisor's room. The schedule may be altered at any regularly scheduled meeting. Meetings may be cancelled due to lack of business; but the Commission shall meet at least every two months.
- 2) Additional meetings may be held at any time upon the call of the chairman, or by a majority of the members of the commission, or upon request of the Board of Supervisors following at least twenty-four hours' notice to each member of the commission.
- 3) The commission at its regular meeting in January of each year shall elect a chairman and vice-chairman. The recording secretary shall be the Director of Planning and Community Development or a designated alternate, who shall make an audiotape of the proceedings of each meeting and prepare minutes for the permanent records of the commission.
- 4) The duties and powers of the officers of the planning commission shall be as follows:
  - A. Chairman
    - Preside at all meetings of the commission.
    - Call special meetings of the commission in accordance with the bylaws.
    - Sign documents of the commission.
    - See that all actions of the commission are properly taken.
  - B. Vice-Chairman

During the absence, disability, or disqualification of the chairman, the vice-chairman shall exercise or perform all duties and be subject to all the responsibilities of the chairman.
  - C. Recording Secretary
    - Prepare an audiotape of the proceedings of each meeting of the commission.
    - Prepare minutes from the audiotape of each meeting in detail sufficient to include the tenor of public comments and the commission's reasoning underlying each decision or recommendation.
    - Circulate a copy of the minutes to each member of the commission before the next meeting.
    - Prepare the agenda for all commission meetings.
    - Be custodian of commission records.
    - Inform the commission of correspondence relating to business of the commission and attend to such correspondence.
    - Handle funds allocated to the commission in accordance with its directives, state law, and county ordinances.
    - Sign official documents of the commission.
- 5) All maps, plats, site plans, and other materials submitted to the commission shall be filed in the office of the Director of Planning and Community Development and maintained for public access until the project to which they relate has been completed or vacated. Minutes of the commission's meetings shall be permanently filed in the office of the planner and maintained for public access.
- 6) Matters referred to the commission by the Board of Supervisors shall be placed on the calendar for consideration and possible action at the first meeting of the commission after the referral and appropriate public notification.

- 7) A majority of the members of the commission shall constitute a quorum for the transaction of business, but no quorum shall be required for informational meetings at which no action is to be taken.
- 8) Reconsideration of any decision of the commission may be taken when the interested party for such reconsideration makes a showing satisfactory to the chairman that, without fault or deliberate omission on his own part, essential facts were not presented to the chairman.
- 9) Roberts Rules of Order for Committees shall govern the commission's proceedings in all cases not specifically ordered by these bylaws.
- 10) Order of consideration of agenda items in a public hearing:
  - Director of Planning and Community Development or other staff member presents report including summary of all comments (written, electronic and verbal) received from interested parties and makes a recommendation.
  - Commission members may question the staff member on the presentation.
  - Proponent(s) of the agenda item make presentations as appropriate.
  - Opponent(s) of the agenda item make presentations as appropriate.
  - Applicant make rebuttal of objections not previously covered.
  - Commission members may question applicant, proponents, or opponents or may offer comments on the agenda item.
  - Commission may opt to gather additional information about the matter and take action at a future meeting, or vote on recommendation, whether approving or denying request, to Board of Supervisors.
- 11) Any member of the commission who has any personal or financial interest in any matter before the commission shall declare the nature of that interest and shall if the interest constitutes a legal conflict of interest by Virginia law recuse him/herself from the deliberations on that matter, including lobbying other members, participating in the discussions, or voting on the matter. In cases where the interests do not raise to the level of legal conflict of interest by Virginia law, a member may voluntarily recuse him/herself in the interest of avoiding the appearance of conflict. All commission members shall be sensitive to the importance of impartiality and shall endeavor to always avoid any actual or appearance of conflict of interest.
- 12) Each member of the commission who has knowledge that he/she will be unable to attend a scheduled meeting of the commission shall notify the County Administrator's office at the earliest opportunity. The Director of Planning and Community Development shall notify the chairman if projected absences will produce a lack of quorum. Members who are absent from three consecutive meetings, or who are absent from more than half of the commission's meetings during a calendar year, will be referred to the Prince Edward County Board of Supervisors for possible replacement.
- 13) The vice-chairman shall succeed the chairman if he vacates his office before his term is completed. A new vice-chairman shall be elected at the next regular meeting.
- 14) These bylaws may be recommended for amendment at any meeting having a quorum present by a majority vote, provided that notice of such proposed amendment has been given to each member in writing at least two weeks prior to its consideration. If recommended for approval, proposed amendments must then be adopted by the Board of Supervisors before becoming effective.
- 15) Planning Commission members are strongly encouraged to attend a Virginia Certified Planning Commissioner's Training Program within two years of their appointment to the Planning Commission. This certification course will provide a basic foundation of planning law, history, and technical expertise needed by planning commissioners to maximize their competency and ability to render legally defensible decisions and recommendations. Costs associated with the program will normally be paid by Prince Edward County.

**In Re: Approval of Minutes**

Commissioner Peery made a motion, seconded by Commissioner Sandlin, to approve the meeting minutes from December 15, 2020 as presented; the motion carried:

|      |                           |      |        |
|------|---------------------------|------|--------|
| Aye: | Preston Hunt              | Nay: | (None) |
|      | Mark Jenkins              |      |        |
|      | Robert M. Jones           |      |        |
|      | Clifford Jack Leatherwood |      |        |
|      | Whitfield M. Paige        |      |        |
|      | John “Jack” W. Peery, Jr. |      |        |
|      | John Pregelman            |      |        |
|      | Teresa Sandlin            |      |        |
|      | Cannon Watson             |      |        |
|      | Henry Womack              |      |        |

**In Re: Public Hearing – Special Use Permit, Retail Garden Center (Sears/Arbez Properties)**

Chairman Pregelman announced this was the date and time scheduled for a Public Hearing on an amendment to the Prince Edward County Zoning Ordinance to allow for Microbreweries, Distilleries, and Farm Wineries as by right permitted uses in the A-1, Agricultural Conservation Zoning District and A-2, Agricultural Residential Zoning District, and to add a definition with use and design standards for Brewpub, Microbrewery, Distillery, and Farm Winery. Notice of this hearing was advertised according to law in the Wednesday, January 6, 2021 and Wednesday, January 13, 2021 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Robert Love, Planning and Community Development Director, said the County has received an application for a Special Use Permit from Benjamin Sears on behalf of Arbez Properties, LLC for a Special Use permit to operate a retail garden center on Tax Map Parcel 051-24-A, on Farmville, Road, Farmville, Virginia. This parcel is in an A-2, Agricultural Residential zoning district, and garden center businesses are allowed in the district only after approval of a special use permit.

The purpose of the Special Use is to allow for the location of a retail garden center. County staff is of the opinion the use is compatible with the zoning district and will have minimal impact on surrounding properties.

Mr. Love reported no comments were received from the public; he reviewed potential site conditions and said this is currently a vacant property.

Mr. Sears was in attendance remotely to answer any questions. He added Mr. Lewis is going to be the manager of Central Virginia Landscape and is also on the line. Mr. Lewis is developing a business selling mulch and gravel, landscape products. He said Mr. Lewis will be managing the operation. He said he expects moderate traffic in supplying residential delivery but no heavy machinery.

Chairman Pregelman opened the public hearing.

Anne Bennett Jefferson, Lakewood Lane, said she resides east of the parcel and asked if the owners intend to clear the trees or maintain them. Mr. Sears said they do not anticipate clearing any trees and will operate in the area already cleared.

There being no one further wishing to speak, Chairman Pregelman closed the public hearing.

Commissioner Peery questioned the hours of operation. Mr. Sears said it would be Monday through Saturday, 8:00 a.m. until 5:00 p.m. Discussion followed on the potential site conditions presented.



Commissioner Peery made a motion, seconded by Commissioner Jenkins, to approve for recommendation to the Board of Supervisors the Special Use Permit request by Benjamin Sears on behalf of Arbez Properties for a retail garden center with the following conditions:

1. Development activities on the site shall be limited to those as specified in the Special Use Permit Application and Site Plan. The final locations of incidental facilities may be adjusted provided no such adjustment violates any buffers, setbacks, or other statutory requirement. The concepts reflected in the filed special use permit dated 12/30/2020 are hereby made part of these development conditions.
2. Final site plan approval for the Retail Garden Center shall be submitted to the Prince Edward County Planning Commission for final review and approval pursuant to Article IV Development Standards of the Prince Edward County Code (Zoning Ordinance).
3. Any proposed expansion of the operation, change of activities or additional facilities or activities shall be submitted to the Prince Edward County Planning and Community Development office for review prior to implementation. Any changes may be subject to Permit amendment procedures, including Public Hearings.
4. All buildings within the property shall be developed as a cohesive entity, ensuring that building placement, architectural treatment, parking lot lighting, landscaping, trash disposal, vehicular and pedestrian circulation and other development elements work together functionally and aesthetically.
5. All landscaping shall be mulched and maintained to the reasonable satisfaction of the Prince Edward County Planning and Community Development Director. Any vegetation found to be of poor condition shall be replaced and/or improved at the reasonable direction of the Planning and Community Development Director or his designee.
6. All pollution control measures, erosion and sediment control measures, storm water control facilities, and all construction activities shall comply with the requirements of the appropriate federal, state, and local regulations and ordinances.
7. All facilities for the provision of potable water and sanitation and wastewater disposal systems shall be approved by the Virginia Department of Health.
8. Any development activities of structural or land disturbing nature not specifically addressed by these Conditions shall be in conformance with applicable provisions of federal, state, and local statutes and regulations.
9. All entrance permits must be authorized by the Virginia Department of Transportation.
10. All internal roads used for public access shall be of compacted earth, or have a minimum of a four (4) inch stone base, or shall be paved.
11. Adequate area shall be provided on site to accommodate parking of all employees and patrons. It shall be the responsibility of the Permittee to assure that employees and patrons park only on site and not on any highway right-of-way, or on adjoining or adjacent parcels unless written consent is provided by the owner or owners thereof.
12. Hours of operation to be determined.
13. All exterior lighting shall be designed and installed so as to minimize glare onto adjoining properties or any public access road. All lighting shall be full cut-off type fixtures.
14. Outdoor storage of trash containers shall be situated at the rear of buildings and shall be

appropriately screened.

15. The Permittee is responsible for the appearance of the site including litter pick-up and other orderly site appearance.
16. This Permit is non-transferable, except and unless written notice from the Permittee regarding the transfer, and a signed document from the proposed new Permittee is received by the Planning and Community Development Office which states that the new Permittee agrees to comply with all terms and Conditions imposed with the original Permit Issuance. If the proposed new Permittee desires to amend the original Permit Conditions, amendments must be addressed by the Prince Edward County Planning Commission and Board of Supervisors through the Special Use Permit process.
17. Failure of Permittee to full conform to all terms and conditions may result in revocation of this Special Use Permit if said failure or failures are not corrected or addressed to the satisfaction, not to be unreasonably withheld, of the County within thirty (30) days of written notice from the County.

The motion carried:

|      |                           |      |        |
|------|---------------------------|------|--------|
| Aye: | Preston Hunt              | Nay: | (None) |
|      | Mark Jenkins              |      |        |
|      | Robert M. Jones           |      |        |
|      | Clifford Jack Leatherwood |      |        |
|      | Whitfield M. Paige        |      |        |
|      | John "Jack" W. Peery, Jr. |      |        |
|      | John Prengaman            |      |        |
|      | Teresa Sandlin            |      |        |
|      | Cannon Watson             |      |        |
|      | Henry Womack              |      |        |

**In Re: Public Hearing - Special Use Permit, General Business Office**

Chairman Prengaman announced this was the date and time scheduled for a Public Hearing on a request by Caleb Lafferty for a Special Use Permit to operate a general business office for a residential trash pickup and disposal business on Tax Map 105-4-6, with an address of 1725 Meherrin Road, Meherrin, Virginia. Notice of this hearing was advertised according to law in the Wednesday, January 6, 2021 and Wednesday, January 13, 2021 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Love said the County has received an application for a Special Use Permit from Caleb Lafferty for a Special Use permit to operate a general business office for a residential trash pickup and disposal business on Tax Map 105-4-6, with an address of 1724 Meherrin Road, Meherrin, Virginia. This parcel is in an A1, Agricultural Conservation zoning district and businesses offices are allowed in the district only after approval of a special use permit.

The purpose of the Special Use is to allow for the location of a business office. County staff is of the opinion the use is compatible with the zoning district and will have minimal impact on surrounding properties.

Mr. Love said the site plan and narrative provided include the parameters of doing a door-to-door pick-up of trash disposal which would be disposed of at the County landfill. He said there will be no shop at the facility, and employees include his wife and a shift partner. He will store and distribute 65-gallon trash cans to his customers. There were no comments received from the public.

Mr. Lafferty attended the meeting remotely and stated he has purchased one truck to date; he said he wishes to offer trash pick-up service in Prince Edward County and Nottoway County. He previously worked in Amelia and has now purchased a home in Meherrin and would like to provide service locally. He purchased 100 trash cans which would be supplied to his customers. Mr. Lafferty said there is no start date for Prince Edward County as he is waiting on this permit approval, but has routes in Nottoway County.

Chairman Prengaman opened the public hearing.

There being no one wishing to speak, Chairman Prengaman closed the public hearing.

Commissioner Jones made a motion, seconded by Commissioner Watson, to recommend approval of the Special Use Permit request by Caleb Lafferty for a general business office with the following conditions:

1. Development activities on the site shall be limited to those as specified in the Special Use Permit Application and Site Plan. The final locations of incidental facilities may be adjusted provided no such adjustment violates any buffers, setbacks, or other statutory requirement. The concepts reflected in the filed special use permit dated 12/5/2020 are hereby made part of these development conditions.
2. Any proposed expansion of the operation, change of activities or additional facilities or activities shall be submitted to the Prince Edward County Planning and Community Development office for review prior to implementation. Any changes may be subject to Permit amendment procedures, including Public Hearings.
3. All pollution control measures, erosion and sediment control measures, storm water control facilities, and all construction activities shall comply with the requirements of the appropriate federal, state, and local regulations and ordinances.
4. All facilities for the provision of potable water and sanitation and wastewater disposal systems shall be approved by the Virginia Department of Health.
5. Any development activities of structural or land disturbing nature not specifically addressed by these Conditions shall be in conformance with applicable provisions of federal, state, and local statutes and regulations.
6. All entrance permits must be authorized by the Virginia Department of Transportation.
7. All internal roads used for public access shall be of compacted earth, or have a minimum of a four (4) inch stone base, or shall be paved.
8. Adequate area shall be provided on site to accommodate parking of all employees and patrons. It shall be the responsibility of the Permittee to assure that employees and patrons park only on site and not on any highway right-of-way, or on adjoining or adjacent parcels unless written consent is provided by the owner or owners thereof.
9. All exterior lighting shall be designed and installed so as to minimize glare onto adjoining properties or any public access road. All lighting shall be full cut-off type fixtures.
10. Outdoor storage of trash containers shall be situated at the rear of buildings and shall be appropriately screened.
11. The Permittee is responsible for the appearance of the site including litter pick-up and other orderly site appearance.
12. This Permit is non-transferable, except and unless written notice from the Permittee regarding the transfer, and a signed document from the proposed new Permittee is received by the Planning and Community Development Office which states that the new Permittee agrees to comply with all terms and Conditions imposed with the original Permit Issuance. If the proposed new Permittee desires to amend the original Permit Conditions,

amendments must be addressed by the Prince Edward County Planning Commission and Board of Supervisors through the Special Use Permit process.

13. Failure of Permittee to full conform to all terms and conditions may result in revocation of this Special Use Permit if said failure or failures are not corrected or addressed to the satisfaction, not to be unreasonably withheld, of the County within thirty (30) days of written notice from the County.

The motion carried:

|      |                           |      |        |
|------|---------------------------|------|--------|
| Aye: | Preston Hunt              | Nay: | (None) |
|      | Mark Jenkins              |      |        |
|      | Robert M. Jones           |      |        |
|      | Clifford Jack Leatherwood |      |        |
|      | Whitfield M. Paige        |      |        |
|      | John "Jack" W. Peery, Jr. |      |        |
|      | John Prengaman            |      |        |
|      | Teresa Sandlin            |      |        |
|      | Cannon Watson             |      |        |
|      | Henry Womack              |      |        |

**In Re: Review of Supervisors Actions**

Mr. Love reported the Board of Supervisors approved the Zoning Ordinance Amendment to allow for Microbreweries, Distilleries and Farm Wineries as by-right permitted uses in the A-1, Agricultural Conservation Zoning District and A-2, Residential Zoning District, and to add a definition with use and design standards for Brewpub, Microbrewery, Distillery and Farm Winery. He stated they also approved the request by Sherry and Connie Armstrong for a Special Use Permit to operate a retail/consignment store with flea market at 301 Catalpa Lane, Prospect.

**In Re: Old Business**

Mr. Love stated that as the Commission is aware, the County received an application from Scott Schmolesky on behalf of Hampden Sydney College for a Special Use permit to operate an outdoor shooting range on Tax Map Parcel 064-A-45, with an address of 7128 Farmville, Road, Farmville, Virginia. A public hearing was held at the December 15, 2020 regular meeting. Following the hearing, the application was tabled by the Commission in order to allow the applicant time to coordinate with the neighbors and also arrange a test shoot at the property. Hampden-Sydney College has submitted a response letter that details their efforts to address issues raised at the meeting by neighbors and area residents. In this letter they have proposed eight (8) provisions for the operation of the Shooting Range.

Three County staff members were present for the test shoot and we used a phone application to measure decibel levels. Mr. Love reported he prepared a map which shows the locations where readings were taken by staff. Mr. Love referred the members to the Decibel Level Comparison Chart prepared by Yale University for common levels of environmental noise.

- Location #1, at the property gate closest to the range, a decibel level of 48-52 was observed.
- Location #2, the driveway entrance at Route 15, the shot was inaudible and did not register on the decibel meter app. In comparison, traffic going by registered at 72 decibels.
- Location #3, the home of Brian McKay, 7415 Farmville Road, the shot was inaudible and did not register on the decibel meter app.
- Location #4, the upper driveway at the joint property line of Renee Realty, LLC and Janet Worthy Loveless, the shot was inaudible and did not register on the decibel meter app.
- Location #5, Sagebrook Apartments, 8076 Abilene Road, the shot was audible but did not register on the decibel meter app.

The County has received two additional letters of opposition to the request of the proposed range.

Based on the findings from the test shoot, County staff is of the opinion the buffer area is adequate. The use is generally compatible with the zoning district but will have minimal impact on surrounding properties such as noise and traffic.

Chairman Prengaman stated the Commission may approve recommendation to the Board of Supervisors, deny or table for more information. He then led a review of the proposed site conditions.

Commissioner Sandlin asked if this could be approved for a set time limit, such as a year. Mr. Stanley said it is not legal to place an end date, but they may put a review date on to possibly amend the conditions.

Commissioner Watson asked about the cost to set this up only to have it restricted. Chairman Prengaman said Hampden-Sydney had a range set up on another site; the machines were moved and this would not require a rental cost.

Commissioner Jenkins made a motion, seconded by Commissioner Watson, to recommend approval of the Special Use Permit request by Hampden Sydney College for a shooting range with the following conditions:

1. Development activities on the site shall be limited to those as specified in the Special Use Permit Application and Site Plan. The final locations of incidental facilities may be adjusted provided no such adjustment violates any buffers, setbacks, or other statutory requirement. The concepts reflected in the filed special use permit dated 10/30/2020 are hereby made part of these development conditions.
2. Any proposed expansion of the operation, change of activities or additional facilities or activities shall be submitted to the Prince Edward County Planning and Community Development office for review prior to implementation. Any changes may be subject to Permit amendment procedures, including Public Hearings.
3. Practices will take place only during daylight on weekdays during the academic year and will not exceed 2 hours in duration.
4. Only shotguns and bird shot will be used during practices.
5. The H-SC Sporting Clays team will coordinate with neighbors to avoid use of the range during times when hay is being harvested on the adjacent property.
6. Access to the range facility will be limited to individuals on the team or those accompanied by team officers.
7. The road leading along the edge of the property will be maintained by H-SC in good condition.
8. All practices will be supervised by an appropriately qualified Range Safety Officer (RSO).
9. All individuals using the range will be properly trained in safety and firearms handling prior to use of the facility.
10. The facility will be maintained by the H-SC sporting clays team in good condition, with hulls and any consumable items disposed of at the end of each practice.
11. This Permit is non-transferable, except and unless written notice from the Permittee regarding the transfer, and a signed document from the proposed new Permittee is received by the Planning and Community Development Office which states that the new Permittee agrees to comply with all terms and Conditions imposed with the original Permit Issuance. If the proposed new Permittee desires to

amend the original Permit Conditions, amendments must be addressed by the Prince Edward County Planning Commission and Board of Supervisors through the Special Use Permit process.

12. Failure of Permittee to full conform to all terms and conditions may result in revocation of this Special Use Permit if said failure or failures are not corrected or addressed to the satisfaction, not to be unreasonably withheld, of the County within thirty (30) days of written notice from the County.

13. A review of this activity will take place in one year from the date of approval.

The motion carried:

|      |                           |      |                 |          |                |
|------|---------------------------|------|-----------------|----------|----------------|
| Aye: | Preston Hunt              | Nay: | Robert M. Jones | Abstain: | John Prengaman |
|      | Mark Jenkins              |      |                 |          |                |
|      | Clifford Jack Leatherwood |      |                 |          |                |
|      | Whitfield M. Paige        |      |                 |          |                |
|      | John "Jack" W. Peery, Jr. |      |                 |          |                |
|      | Teresa Sandlin            |      |                 |          |                |
|      | Cannon Watson             |      |                 |          |                |
|      | Henry Womack              |      |                 |          |                |

**New Business**

Chairman Prengaman and Mr. Love welcomed Mr. Henry Womack to the Planning Commission.

Chairman Prengaman adjourned the meeting at 7:49 p.m.

**Next Meeting: February 16, 2021**



**Planning Commission  
Agenda Summary**

**Meeting Date:** March 17, 2021  
**Item #:** 3  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley/ Robert M. Love  
**Agenda Item:** Capital Improvement Plan (CIP) Process and Schedule

**SUMMARY:**

The Capital Improvement Plan (CIP) is intended as a guide to assist the Board of Supervisors in the development of the County’s budget. The CIP process will begin with the submission of capital expenditure requests from County Departments and associated agencies in May. The Planning Commission will evaluate the requests using a list of twelve criteria. These criteria are similar to those developed by the Virginia Department of Housing and Community Development and used by other jurisdictions for evaluating capital projects. The use of evaluation criteria provides objectivity to the evaluation process.

The Commission, using the criteria scores, will determined a recommended priority for the various requests. Representatives of departments making expenditure requests will be invited to comment on the proposed plan. The Planning Commission then held a public hearing on the proposed CIP before making a formal recommendation to the Board of Supervisors.

It should be noted that the CIP is *strictly advisory*. Once the plan is adopted, individual project priorities may change throughout the course of the year. It is quite possible that a certain project may not be funded during the year indicated in the CIP.

The Prince Edward County CIP includes major capital projects that are: 1) Non-recurring 2) Should have a “useful life” of five years or more 3) The estimated cost of the expenditure must exceed \$50,000 for a general government project and \$100,000 for a school project. Expenditures above this amount will be considered “capital”, and those below it “operating”. Projects included in this document address facilities development and/or improvement, infrastructure and large equipment needs.

Each project will be associated with a specific operating department and will include prior funding, estimated expenditures over the next five years and the total estimated cost of the project. All figures used represent estimated expenditures of the County. Also included for each project is a complete description, justification, possible funding source, impact on departmental operating budget and the project’s relationship to the County’s Comprehensive Plan.

**ATTACHMENTS:**

Proposed FY 22-24 CIP Schedule, Justification Form, and Project Criteria Scoring Sheet

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Booth \_\_\_\_\_  
Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jones \_\_\_\_\_  
Pride \_\_\_\_\_

Townsend \_\_\_\_\_  
Wilck \_\_\_\_\_



**Planning Commission  
Agenda Summary**

**RECOMMENDATIONS:**

That the Planning Commission adopt the proposed FY 2022-2024 Capital Improvement Plan Schedule, criteria scoring sheet, and justification forms.

**SAMPLE MOTION:**

I move that the Planning Commission adopt the attached schedule, criteria scoring sheets, and justification forms for the development of the Prince Edward County FY 2022-2024 Capital Improvement Plan.

OR

I move that the Board table the request for further consideration.

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Booth \_\_\_\_\_  
Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jones \_\_\_\_\_  
Pride \_\_\_\_\_

Townsend \_\_\_\_\_  
Wilck \_\_\_\_\_





# FY 2022-2024 Capital Improvement Planning (CIP) Process

| Items                                                         | 2021 |       |     |      |      |     |     |     |  |  |
|---------------------------------------------------------------|------|-------|-----|------|------|-----|-----|-----|--|--|
|                                                               | Mar  | April | May | June | July | Aug | Sep | Oct |  |  |
| Develop Project Request Forms                                 |      |       |     |      |      |     |     |     |  |  |
| Send memorandum to Departments Requesting Projects            |      |       |     |      |      |     |     |     |  |  |
| Project Submissions (May 14 <sup>th</sup> Deadline)           |      |       |     |      |      |     |     |     |  |  |
| Planning Commission Review and Evaluation of Project Requests |      |       |     |      |      |     |     |     |  |  |
| Meet With Individual Departments                              |      |       |     |      |      |     |     |     |  |  |
| Complete CIP Draft                                            |      |       |     |      |      |     |     |     |  |  |
| Revise and Present CIP to Planning Commission                 |      |       |     |      |      |     |     |     |  |  |
| Planning Commission - CIP Public Hearing                      |      |       |     |      |      |     |     |     |  |  |
| Present CIP to Board of Supervisors                           |      |       |     |      |      |     |     |     |  |  |
| Board of Supervisors - CIP Public Hearing                     |      |       |     |      |      |     |     |     |  |  |

\* Departments include all Constitutional Offices, Administrative Departments, Public Library, and the Prince Edward County School Board.



# Prince Edward County Capital Project Rating Criteria FY 2022-2024 CIP

Agency: \_\_\_\_\_ Project Title: \_\_\_\_\_

|                                                | 3                                                                                                                                     | 2                                                                                                                                        | 1                                                                                                      | 0                                                                                 | Rating |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| <b>Prioritization</b>                          |                                                                                                                                       |                                                                                                                                          |                                                                                                        |                                                                                   |        |
| 1) Public health & safety                      | Project needed to alleviate existing health or safety standard.                                                                       | Project needed to alleviate potential health or safety hazard.                                                                           | Project would promote or maintain health/ safety.                                                      | No health or safety impact associated with project.                               |        |
| 2) External requirements                       | Project is required by law, regulation, or mandate.                                                                                   | Project is required by agreement with another jurisdiction.                                                                              | Project is conducted in conjunction with other jurisdictions.                                          | Project is County only and not externally required.                               |        |
| 3) Protection of capital facilities            | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.                 | Project will repair systems important to facility operations.                                                                            | Project will improve facility appearance or defer future expenditure.                                  | No existing facility involved.                                                    |        |
| 4) Operating budget                            | Project will result in decreased operating costs.                                                                                     | Project will have minimal or no operating and maintenance costs.                                                                         | Project will have some additional operating costs and/or personnel additions.                          | Project will require significant additions in personnel or other operation costs. |        |
| 5) Environmental quality                       | Project will improve environmental quality of the County and its neighbors.                                                           | Project may improve environmental quality of the County.                                                                                 |                                                                                                        | Project will have no affect on the environmental quality of the County.           |        |
| 6) Life expectancy of project                  | Meets the needs of the community for next 20 years or more.                                                                           | Meets needs of community for next 15 to 19 years.                                                                                        | Meets needs of community for next 10 to 14 years.                                                      | Meets needs of community for less than 10 years.                                  |        |
| 7) Relation to Comprehensive Plan/ other plans | Project is included in a formal plan approved by Board of Supervisors.                                                                | Project is included in written plans adopted by a County board or commission.                                                            | Project is included in written plans of County staff.                                                  | Project is not included in any written plan.                                      |        |
| 8) Availability of financing                   | Project revenues will support project expenses.                                                                                       | Non-county revenues have been identified and applied for.                                                                                | Potential for non-county revenues exists.                                                              | No financing arrangements currently exist.                                        |        |
| 9) Economic development                        | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public or private revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public or private revenues. |                                                                                                        | Project will have no direct impact on economic development in the County.         |        |
| 10) Prerequisite                               | Project requires completion before implementation of a related project or approved program initiative.                                | Project requires completion before implementation of a related project or approved program initiative.                                   | Project should be completed before implementation of a related project or approved program initiative. | Project has no prerequisites.                                                     |        |
| 11) Population served (%)                      | 50% or more served.                                                                                                                   | 25% to 49% served.                                                                                                                       | 10% to 24% served.                                                                                     | Less than 10% served.                                                             |        |
| 12) Community need                             | Project fills a current need in the community.                                                                                        | Project fills a future need in the community.                                                                                            | Project does not fill a need in the community but enhances existing facilities and/ or programs.       | Project does not fill a need in the community.                                    |        |

## Warren County Highway Corridor Overlay District

March 17, 2021

Presenter:  
Douglas P. Stanley, AICP  
County Administrator

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## Warren County - History

- Created by General Assembly in 1836
- Approximately 217 square miles in size
- 2015 Population - 39,083
- 15<sup>th</sup> smallest County in Virginia in terms of land area but 29<sup>th</sup> largest out of 95 in terms of population
- Population density of 176.0 PSM - 13<sup>th</sup> highest density in the State
- State density of 212.3 PSM



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## Background

"We take stock of a city like we take stock of a man. The clothes or appearance are the externals by which we judge."  
*Mark Twain*

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## Background

- There is an unquestionable but too often ignored relationship between a community's appearance and its economic well-being.
- Attractive, well-planned communities and developments always attract more visitors and customers than do ugly ones.

*Ed McMahon  
Urban Land Institute*

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## Background



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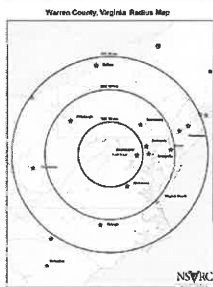
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## Background

- 60 Miles from Northern Virginia
- 75 Miles from Washington D.C.
- 200 Miles from Philadelphia
- 300 Miles from New York City
- 500 Miles from Detroit
- 650 Miles from Chicago



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## Background

- Located at the confluence of the North and South Forks of the Shenandoah River
- I-66 and I-81
- East/West and North/South rail lines



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## Background

- Traditionally buildings were constructed of local materials. That changed over the last half of the twentieth century.
- We got into cookie cutter style developments with everything looking the same from community to community.
- Community leaders have begun to realize that we need to create a sense of place and make our communities unique.
- As has been said by others, "Have it your way" does not just apply to hamburgers.

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## Background

- Rt. 340/522 Corridor was identified as the location for future commercial development in the County's first comprehensive plan (1975).
- The Rt. 340/522 Corridor has the necessary elements for commercial development:
  - Good access (4-laned highway)
  - Proximity to I-66
  - Adequate traffic volumes (20,000+ vpd)
  - Public utilities including water, sewer, natural gas

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## Background

- In 1995 and 1996 the County realized the need for a plan for the Rt. 340/522 Corridor
- Family Dollar Warehouse, 84 Lumber, Bering Truck Assembly Plant
- Consensus of the public was if development was going to occur in the corridor, then make it attractive, compatible with the surrounding area, and something the community can be proud of

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## Community Defining Architecture



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## Community Defining Architecture



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## Community Defining Architecture



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## What is an Overlay District

- An overlay district is a specific geographic area upon which additional land use requirements are applied, on top of the underlying zoning code, in order to promote a specified goal.
- Overlay districts may be used to allow greater flexibility in development types without undergoing a large-scale rezoning.
- Offer enhanced protection/regulation.

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## Purpose of Highway Overlay District

- Protect and improve the visual quality along these corridors
- Provide guidelines for ensuring that buffering, landscaping, lighting, signage and proposed structures are consistent with Warren County's character



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▪ Route 340/522  
Highway Overlay  
District

▪ I-66 north to Route  
661 (Fairground  
Road)

▪ 1,000 feet from  
right-of-way



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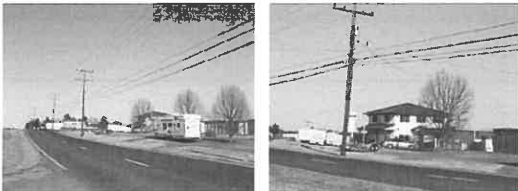
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Developments before  
Overlay District was adopted

▪ Shenandoah Valley  
Moving and Storage



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Developments before  
Overlay District was adopted

▪ Shenandoah Motors



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## Developments before Overlay District was adopted

- 84 Lumber
  - Built after landscaping ordinance was in effect, but before the Overlay District was adopted



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## Highway Corridor Overlay District

- Ordinance adopted June 1998
- Highways
  - U.S. Route 340/522 North from Interstate 66 to Route 661 (Fairground Road)
  - State Route 55 East (John Marshall Highway) from the limits of the Town of Front Royal to the Fauquier County line. (added August 2002)

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## Issues addressed by the Corridor Overlay District

- Building and parking setbacks
- Outdoor storage
- Signage
- Service and access roads
- Entrance and entrance spacing
- Building materials
- Fencing
- Building Height
- Landscaping
- Maintaining existing level of service on Route 340/522

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## Building Setback

- 100 feet from corridor highway



Example of buildings not setback from highway



Example of buildings setback from highway

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## Building Setback

- Shenandoah Ford
  - Building set back 100 feet
  - Parking 50 feet



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## Parking and Landscaping

- Landscaping and parking lots shall be installed in accordance with the County landscaping requirements in the Zoning Ordinance.
- Parking areas shall be located to the rear and side of the structures or buildings they are intended to serve whenever possible.
- If parking is designed to be located in front yard setback of the corridor highway, a three foot berm or wall shall be utilized.
- Parking lot setback: 50 feet.

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### Parking and Landscaping



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### Parking and Landscaping



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### Parking and Landscaping



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## Parking and Landscaping



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## Parking and Landscaping



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## Landscaping



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## Building Materials

- Typical of those prevalent in Warren County
  - Including Stucco, brick, architectural block, wood siding, and standing seam metal roofs.
  - Inappropriate material: reflective glass and metal wall panels.
- No façade visible from adjoining property or the corridor highway shall be constructed of unadorned cinder block, corrugated metal or sheet metal.



Virginia Inland Port

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## Building Materials



North Warren Volunteer Fire Department

- Color of building materials (to be left unpainted) should resemble the predominant tones, primarily earthen tones. Garish and striking colors should be avoided.

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## Building Materials: Examples



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### Building Materials: Examples



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### Building Materials: Examples



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### Building Materials: Examples



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Building Materials: Examples



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Building Materials: Examples



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Building Materials: Examples



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### Building Location and Treatment

- All buildings within a property shall be developed as a cohesive entity, ensuring that building placement, architectural treatment, vehicular and pedestrian circulation, and other development elements work together functionally and aesthetically.
- Similar architectural treatment in terms of materials, quality, appearance, and detail.
- Integrated Development.

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### Building Location and Treatment



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### Building Location and Treatment



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## Signage: Without Regulations



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## Shopping Center Identification Sign

- Allowed one monument sign
  - Only the name and address of the center and the names of establishments located therein shall be displayed on the sign.
  - A shopping center with frontage and access to two or more roads in the state highway system may have one freestanding sign for each road with a maximum of two such signs.
- Maximum sign area: 64 square feet
  - For shopping centers located on sites of greater than 20 acres, two additional square feet of sign area for each acre over 20 acres, not to exceed 150 square feet.
- Maximum height: 20 feet

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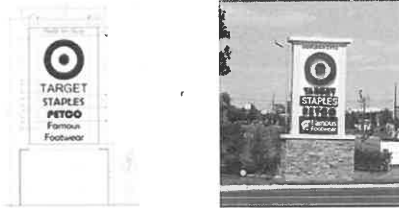
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## Signage: With Regulations



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### Signs for Individual Establishments within a Shopping Center

- No freestanding signs for the individual business, except that one monument building identification sign with a maximum sign area of 16 square feet may be erected for each detached principal building within the center.
- Wall Sign
  - Two per establishment
  - Maximum total sign area: 200 square feet.



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### Outdoor Storage/Display of Goods

- Shall be completely screened from the view of the corridor highway.



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### Waste Disposal Areas

- One of the biggest eyesores a business can have is a dumpster sitting out front of the business. You do not want that to be the first thing a customer sees!



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## Waste Disposal Areas

- Shall be completely screened from the public view by means of a board on board fence and landscaping or similar opaque material.



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## Maintaining Existing Level of Service on Route 340/522

- Access and internal circulation
  - Provision of shared entrances, interparcel connection and travelways, or on-site service drives connecting adjacent properties.
  - Access from a secondary public street as opposed to the corridor highway.
  - Access points, for lots located at an intersection, shall be located the maximum distance possible from existing or proposed intersections.
  - The internal streets of a commercial office, or industrial complex.

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## Quarles

- Shared entrance with Shenandoah Ford



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## Other Familiar Corridors

- Town of Front Royal
  - Shenandoah Avenue before Overlay District



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## Other Familiar Corridors

- Town of Front Royal
  - Shenandoah Avenue after Overlay District



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## Other Familiar Corridors

- Route 234 (Sudley Road)  
Manassas, VA



Before Corridor Overlay



After Corridor Overlay

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### Crooked Run Center



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### Crooked Run Center



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### Crooked Run Center



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## Riverton Commons



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## Riverton Commons



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## Lessons Learned

- Ideally, develop a plan BEFORE development arrives.
- Insist that national retailers provide a local flavor to development in your community.
- Make sure the development is integrated – building materials, lighting, landscaping, trash receptacles, signage, etc.
- Make sure to get material samples and color renderings.
- Hold out for what you want!

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Public Project: RSW Regional Jail



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Public Project: RSW Regional Jail



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Public Project: RSW Regional Jail



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Public Project: RSW Regional Jail



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Final Product



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Final Product



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## Recognition

Riverton Commons

Winner of 2009 Valley Conservation Better Models Award for Design



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## Politics

Northern Virginia Daily -  
October 15, 2014  
Shenandoah County

- "The Route 11 Overlay is ineffective for the businesses and cost-prohibitive," Bailey said. "How many businesses walked away from that over the last five years?"



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## Politics

- The county adopted the overlay district in 2008 and the rules took effect that September. The lengthy set of regulations begins by stating that the intent of the district is to ensure U.S. 11 offers residents and tourists "a safe and beautiful route through rural countryside and historic towns, a scenic byway and an artery offering opportunities for tourism and economic development."

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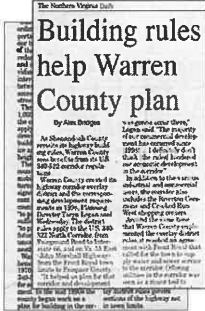
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## Politics



▪ "The majority of our commercial development has occurred since 1998. I definitely don't think the rules hindered our economic development in the corridor."

~Warren County Planning Director, Taryn Logan

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## Politics

▪ The overlay district spans about 1,000 feet on either side of the corridor and the rules apply to many aspects of development – parking, building construction, service areas, setbacks and height limits. The district rules let the county limit certain automobile-oriented, fast-service turnover uses and related signs that generate significant amounts of traffic. The county created the district "to provide suitable and sufficient road systems" and "to protect existing and future highways from unsafe use and enhance the aesthetics" of the corridors.

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**END OF PRESENTATION**

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# Proposed Planning and Zoning Fees

| Services                                                                                                                                                                                                                    | Adjacent Jurisdictions                                      |                             |                           |                                                                      |                 | Prince Edward County |                  |                                        |                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------|---------------------------|----------------------------------------------------------------------|-----------------|----------------------|------------------|----------------------------------------|------------------------------------------|
|                                                                                                                                                                                                                             | Amelia County                                               | Appomattox County           | Buckingham County         | Cumberland County                                                    | Nottoway County | Town of Farmville    | Adjacent Average | Current                                | Proposed                                 |
| <b>ZONING PERMITS</b>                                                                                                                                                                                                       |                                                             |                             |                           |                                                                      |                 |                      |                  |                                        |                                          |
| Accessory Structure                                                                                                                                                                                                         | \$0                                                         | \$25.00                     | \$10.00                   | \$10.00                                                              | \$0             | \$0                  | \$8.00           | \$0                                    | \$10.00                                  |
| Residential                                                                                                                                                                                                                 | \$0                                                         | \$25.00                     | \$10.00                   | \$10.00                                                              | \$0             | \$0                  | \$8.00           | \$0                                    | \$25.00                                  |
| Non-Residential                                                                                                                                                                                                             | \$0                                                         | \$25.00                     | \$10.00                   | \$10.00                                                              | \$0             | \$0                  | \$8.00           | \$0                                    | \$25.00                                  |
| Signs Permit                                                                                                                                                                                                                | \$0                                                         | \$25.00                     | \$25.00                   | \$25.00                                                              | \$0             | \$0                  | \$10.00          | \$0                                    | \$10.00                                  |
| Home Occupations                                                                                                                                                                                                            | \$10.00                                                     | \$25.00                     | \$0                       | \$0                                                                  | \$0             | \$0                  | \$5.83           | \$0                                    | \$10.00                                  |
| Site Plan Review (Residential) (Commercial and Industrial)                                                                                                                                                                  |                                                             | \$100.00 + \$10.00 per acre | \$0                       | \$150.00                                                             | \$0             | \$0                  | \$125.00         | \$0                                    | \$100.00 + \$10.00 per acre over 5 acres |
| Conditional Use Permit                                                                                                                                                                                                      | \$300.00                                                    | \$200.00                    | \$200.00                  | \$350.00                                                             | \$300.00        | \$500.00             | \$308.33         | \$300.00                               | \$300.00                                 |
| <b>SUBDIVISIONS</b>                                                                                                                                                                                                         |                                                             |                             |                           |                                                                      |                 |                      |                  |                                        |                                          |
| Major & Minor                                                                                                                                                                                                               | \$200.00 + \$100.00 per lot                                 | n/a                         | n/a                       | Prelim \$100.00 + \$75.00 per lot<br>Final \$75.00 + \$25.00 per lot | \$0             | \$0                  | \$175.00         | \$175.00 + \$10.00 per lot over 5 lots | (See below)                              |
| Minor                                                                                                                                                                                                                       | n/a                                                         | \$25.00 + \$5.00 per lot    | \$250.00 + \$50 per lot   | n/a                                                                  | \$0             | \$0                  | \$150.00         | \$175.00 + \$10.00 per lot over 5 lots | \$250.00 + \$10.00 per lot               |
| Major                                                                                                                                                                                                                       | n/a                                                         | \$50.00 + \$10.00 per lot   | \$2,000.00 + \$50 per lot | n/a                                                                  | \$0             | \$0                  | \$1,025.00       | \$175.00 + \$10.00 per lot over 5 lots | \$1,000.00 + \$10.00 per lot             |
| BOUNDARY ADJUSTMENT                                                                                                                                                                                                         |                                                             | \$25.00                     | \$10.00                   | \$0                                                                  | \$0             | \$0                  |                  | \$0                                    | \$25.00                                  |
| SUBDIVISION VARIANCE                                                                                                                                                                                                        |                                                             |                             |                           |                                                                      |                 |                      |                  |                                        | \$300.00                                 |
| REZONINGS/ZONING TEXT AMENDMENT                                                                                                                                                                                             | \$300.00<br>Conditional Rezoning = \$500.00 + \$25 per acre | \$300.00                    | \$550.00                  | \$350.00                                                             | \$500.00        | \$500.00             | \$416.67         | \$300.00                               | \$300.00 + \$25.00 per acre              |
| VARIANCE                                                                                                                                                                                                                    |                                                             |                             |                           |                                                                      |                 |                      |                  |                                        |                                          |
| BZA APPEAL                                                                                                                                                                                                                  | \$300.00                                                    | \$200.00                    | \$300.00                  | \$300.00                                                             | \$400.00        | \$250.00             | \$291.67         | \$300.00                               | \$300.00                                 |
| ZONING COMPLIANCE LETTER                                                                                                                                                                                                    | \$0                                                         | \$0                         | \$250.00                  | \$300.00                                                             | \$400.00        | \$250.00             | \$283.33         | \$300.00                               | \$300.00                                 |
| Charlotte County was not included because the locality only charges for Conditional Use Permits = \$400.00.                                                                                                                 |                                                             |                             |                           |                                                                      |                 |                      |                  |                                        |                                          |
| Note: The fee for any professional consulting required by the County shall be borne by the applicant. Average uses the minimum in each locality. Major Subdivisions involve more than 5 lots along with new proposed roads. |                                                             |                             |                           |                                                                      |                 |                      |                  |                                        |                                          |