



**PRINCE EDWARD COUNTY  
PLANNING COMMISSION  
May 19, 2015**

**A G E N D A**

- 7:00 p.m.
1. Chairman Townsend will call the May meeting to order.
  2. Approval of the Minutes: March 17, 2015 at 7:00 p.m. 1
  3. Public Hearing: Special Use Permit-Grace Chapel Ministries, Inc. 5
  4. Review Board of Supervisors Actions
  5. Old Business
  6. New Business

Next Meeting: June 16, 2015 at 7:00 p.m.





**Prince Edward County Planning Commission  
Meeting Minutes  
March 17, 2015  
7:30 pm**

Members Present: John Townsend, Chairman  
Chris Mason, Vice Chairman  
Donald Gilliam  
Preston L. Hunt  
Mark Jenkins  
Jack Leatherwood  
John "Jack" W. Peery, Jr.  
John Prengaman  
Cannon Watson

Absent: Robert "Bobby" Jones

Staff Present: Rob Fowler, Director of Planning & Community Development

Chairman Townsend called the March 17, 2015 meeting to order at 7:00 p.m.

**Approval of Minutes: February 24, 2015:**

Chairman Townsend requested any changes or corrections be made known. He stated the date the Board of Supervisors approved the operating hours and conditions of the Sandy River Outdoor Adventure needed to be corrected.

Chairman Townsend made a motion to approve the February 24, 2015 minutes as corrected; the motion carried:

Aye: Preston C. Hunt  
Donald Gilliam  
Mark Jenkins  
Clifford Jack Leatherwood  
Chris Mason  
John "Jack" W. Peery, Jr.  
John Prengaman  
John Townsend, III  
Cannon Watson

Nay: (None)

Absent: Robert M. Jones

**In Re: Public Hearing – Special Use Permit, Executive Inn**

Chairman Townsend said this is the time and date advertised for a Public Hearing to receive citizen input prior to considering a request for a Special Use Permit to install one internally lighted free-standing sign and two internally lighted wall signs which will replace the existing signs on property identified as Tax Map Parcel #22-A-72A, located at 4070 West Third Street, Farmville, Virginia, and commonly known as The Executive Inn. This is a C1, General Commercial District. Notice of this public hearing was advertised according to law in the Wednesday, March 4, 2015 and Wednesday, March 11, 2015 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Chairman Townsend opened the public hearing.

Mr. Rob Fowler, Director of Planning and Community Development, stated the County has received a Special Use Permit application to permit the installation of one internally lighted free-standing sign and two internally lighted wall signs located at 4070 West Third Street, on Tax Map Parcel #22-A-72A, owned by N & N of Virginia, Inc. He said the free-standing sign will be approximately 15' in height, a 32 square foot message board and a working neon vacancy sign. The wall sign located on the exterior wall facing State Route 15 will be a total of 32 square feet and the wall sign on the front of the building facing West Third Street will be a total of 4 square feet in area. The existing free-standing and wall signs will be removed if the request is granted. Mr. Fowler stated the property is currently being used as a motel which is an allowed use in the C1, General Commercial district; Section 3-104.11 of the Prince Edward County Zoning Ordinance permits internally lighted signs by Special Use Permit.

Mr. Fowler stated there are no staff objections and no opposition from surrounding property owners.

Chairman Townsend stated that there are three signs to be replaced; one will be 15' tall, another on the back wall will be updated and a Vacancy/No Vacancy sign that does not flash will be updated. All are internally lighted. Discussion followed.

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

Commissioner Peery made a motion, seconded by Commissioner Jenkins, to approve the Special Use Permit to allow The Executive Inn to install one internally lighted free-standing sign and two internally lighted wall signs which will replace the existing signs on property identified as Tax Map Parcel #22-A-72A, located at 4070 West Third Street, Farmville, Virginia, and commonly known as The Executive Inn; the motion carried:

Aye:	Preston C. Hunt	Nay:	(None)
	Donald Gilliam		
	Mark Jenkins		
	Clifford Jack Leatherwood		
	Chris Mason		
	John "Jack" W. Peery, Jr.		
	John Prengaman		
	John Townsend, III		
	Cannon Watson		
Absent:	Robert M. Jones		

Mr. Fowler asked the Commissioners to consider the process for signs in the Industrial and Commercial districts. Discussion followed on the Special Use Permit application process and the process to obtain a sign.

Mr. Fowler then questioned the Commissioner on the meeting packet delivery for feedback. Discussion followed.

Mr. Fowler asked the Commissioners to review the Family Subdivision section for better wording.

**Review of Board of Supervisors Actions**

(None)

**Old Business**

Commissioner Mason asked if the letter has been drafted or sent to the neighbor of Sandy River Outdoor Adventure, LLC. Mr. Fowler stated Mr. Bartlett is consulting with the County Attorney and contact has been made with the complainant, but the letter is not yet complete.

Commissioner Mason stated his telephone number on the Commissioners contact list needed correction.

**New Business**

(None)

Chairman Townsend made a motion, seconded by Commissioner Watson and adopted by the following vote:

Aye:	Preston C. Hunt	Nay:	(None)
	Donald Gilliam		
	Mark Jenkins		
	Clifford Jack Leatherwood		
	Chris Mason		
	John "Jack" W. Peery, Jr.		
	John Prengaman		
	John Townsend, III		
	Cannon Watson		
Absent:	Robert M. Jones		

the meeting was adjourned at 7:25 p.m.

**Next Meeting:            TBD**





**County of Prince Edward  
Planning Commission  
Agenda Summary**

**Meeting Date:** May 19, 2015  
**Item No.:** 3  
**Department:** Planning and Community Development  
**Staff Contact:** Rob Fowler  
**Issue:** Special Use Permit-Grace Chapel Ministries, Inc.

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**Summary:**

The County has received a special use permit application to permit the installation of one electronic sign located a 45 Simpson Road on tax map parcel 021-A-10C owned by Grace Chapel Ministries, Inc. The sign will be approximately 15 feet in height, 40 square feet in area and contain a 32 square foot electronic message board. The sign will be located at the corner of Highway 460 and Simpson Road.

The property is currently being used as a church which is an allowed use in the A1, Agricultural Conservation District. Section 3-104.5 of the Prince Edward County Zoning Ordinance permits electronic signs by Special Use Permit.

**Attachments:**

1. **Public Hearing Notice**
2. **Original Use Permit Application**
3. **List of Adjoining owners notified of Special Use Permit Application**
4. **Sample Letter Sent to Adjacent Owners**

**Recommendations:**

The Planning Commission will wish to hold a public hearing and render a decision concerning the Special Use Permit.

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

Mason \_\_\_\_\_  
Townsend \_\_\_\_\_  
Jenkins \_\_\_\_\_

Hunt \_\_\_\_\_  
Gilliam \_\_\_\_\_  
Leatherwood \_\_\_\_\_

Jones \_\_\_\_\_  
Watson \_\_\_\_\_  
Peery \_\_\_\_\_



May 2, 2015

**Please publish the following public hearing notice in THE FARMVILLE HERALD on Wednesday, May 6, 2015 and Wednesday, May 13, 2015.**

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### **Notice of Public Hearing**

The Prince Edward County Planning Commission will hold a public hearing on Tuesday, May 19, 2015 at 7:00 p.m. in the Board of Supervisors Room located on the 3<sup>rd</sup> floor of the Prince Edward County Courthouse, 111 South Street, Farmville, Virginia, to receive citizen input prior to the Planning Commission making recommendations to the Board of Supervisors on the following:

- 1) Request by Grace Chapel Ministries, Inc. for a Special Use Permit to install one freestanding electronic sign on property identified as Tax Map Parcel 021-A-10C, located at 45 Simpson Road, Prince Edward County, VA. This is an A1, Agricultural Conservation District.

A complete copy of the Special Use Permit application is available for public review in the office of the Prince Edward County Administrator, 111 South Street, 3<sup>rd</sup> Floor, Farmville, VA, or on the county website at [www.co.prince-edward.va.us](http://www.co.prince-edward.va.us). It is the County's intent to comply with the Americans with Disabilities Act. Should you need special accommodations, please contact W. W. Bartlett, County Administrator at 434-392-8837.

By Order of the Planning Commission  
of Prince Edward County, Virginia



BOARD OF SUPERVISORS

HOWARD F. SIMPSON  
CHAIRMAN

PATTIE COOPER-JONES  
VICE CHAIRMAN

CALVIN L. GRAY  
ROBERT M. JONES  
CHARLES W. MCKAY  
C. ROBERT TIMMONS, JR.  
JERRY R. TOWNSEND  
JAMES R. WILCK



COUNTY ADMINISTRATOR  
W.W. BARTLETT

POST OFFICE BOX 382  
FARMVILLE, VA 23901

(434) 392-8837 VOICE  
(434) 392-6683 FAX

WBARTLETT@CO.PRINCE-EDWARD.VA.US

**COUNTY OF PRINCE EDWARD, VIRGINIA**

May 1, 2015

RE: Special Use Permit Application at 45 Simpson Road

To Whom It May Concern:

The Prince Edward County Planning Commission has scheduled a Public Hearing on Tuesday, May 19, 2015 at 7:00 p.m. to consider a Special Use Permit Application by Grace Chapel Ministries, Inc. The Planning Commission meeting will be held in the Board Room on the Third Floor of the Prince Edward County Courthouse. A public hearing gives the Planning Commission the opportunity to gather citizen input prior to considering the special use permit.

This Special Use Permit application is a request to install one freestanding sign with an electronic message board for Grace Chapel Ministries, Inc. located 45 Simpson Road, identified as Tax Map Parcel 021-A-10C. This request is a use that is allowed in the AI, Agriculture Conservation District by Special Use Permit.

You are receiving this notice because you own land adjacent to this parcel. The Special Use Permit application is available for review in the Prince Edward County Department of Planning and Community Development and on the county web page at [www.co.prince-edward.va.us](http://www.co.prince-edward.va.us). If you have any questions about this meeting or the permit application, I encourage you to contact me by calling 434-392-8837 or electronically at [rfowler@co.prince-edward.va.us](mailto:rfowler@co.prince-edward.va.us).

Sincerely,

Robert S. Fowler  
Director  
Planning and Community Development

Prince Edward County  
Special Use Permit

Applicant: Grace Chapel Ministries, Inc.

Date: May 5, 2015

**Schedule B**

List of property owners and mailing addresses adjoin the parcel proposed for Special Use.

<b>Parcel ID</b>	<b>Owner</b>	<b>Address</b>	<b>Note</b>
021-A-12	Joshua & Kelly Simpson	127 Simpson Road Prospect, VA 23960	
021-A-26	Appomattox Presbyterian Church	198 Church Road Prospect, VA 23960	
021-A-25	Melvin & Charity Dove, SR	10486 Prince Edward Highway Prospect, VA 23960	
021-A-13	Anna Davis	614 Lynn Street, Apt 211 Danville, VA 24541	
021-A-16, 021-A-9	David & Robyn Simpson	1369 Simpson Road Prospect, VA 23960	
021-A-10	Averett Simpson, JR	261 Scufflin Acres Lane Prospect, VA 23960	

COMMENTS: FEE PAID  
\$300.00

PERMIT/APPLICATION NO \_\_\_\_\_  
ZONING DISTRICT R1  
MAGISTERIAL DISTRICT \_\_\_\_\_  
DATE SUBMITTED 4-30-15

**County of Prince Edward**

PLEASE PRINT OR TYPE

**PRINCE EDWARD COUNTY APPLICATION  
FOR SPECIAL USE PERMIT**

TO: PRINCE EDWARD COUNTY PLANNING COMMISSION SPECIAL EXCEPTION REQUESTED:  
VIA: ZONING ADMINISTRATOR

The undersigned owner of the following described property hereby applies for a Special Use permit as provided in Section 5-124 of Article V, Site Plan requirements are found in Section 4-100 of Article IV Development Standards of the Zoning Ordinance of Prince Edward County, Virginia.

Applicant's Name: GRACE CHAPEL MINISTRIES, INC.  
Applicant's Address: P.O. Box M Farmville, VA. 23901  
Applicant's Telephone Number: (434) 392-3647

Present Land Use: \_\_\_\_\_

Legal Description of Property with Deed Book and Page No. or Instrument No. \_\_\_\_\_

Church sign

Tax Map # 021-A-10C Acreage: 1.3

Narrative statement evaluating effects on adjoining properties (noise, odor, dust, fumes, etc.): (Attach additional sheet if necessary.) LED sign

Statement of general compatibility with adjacent and other properties in the zoning district. (Attach additional sheet if necessary.) 45 Simpson Rd.

Height of Principal Building (s): Feet 14' Stories 8'

APPLICANT'S STATEMENT: (if not owner(s) of property):

I hereby certify that I have the authority to make the foregoing application, that the information given is complete and correct to the best of my knowledge, and that development and/or construction will conform with the regulations as set forth in the Prince Edward County Zoning Ordinance as written and also with the description contained in this permit application.

[Signature] Date 4-30-15  
Signature of Applicant (if not property owner)

PROPERTY OWNER(S) STATEMENT:

I hereby certify that I/We own the above described property, that the information given is complete and correct to the best of my knowledge, and the above person(s), group, corporation, or agent has the full and complete permission of the undersigned owner(s) to make application for a Conditional Use permit as set forth in the Prince Edward County Zoning Ordinance as written.

[Signature] Date 4-30-15  
Signature of Property Owner(s)

Signature of Property Owner(s) Date

Signature of Property Owner(s) Date

NOTE: THIS PERMIT APPLICATION IS NOT VALID UNLESS ALL PROPERTY OWNER(S) SIGNATURES ARE AFFIXED AND DATED. ATTACH ADDITIONAL SHEETS IF NECESSARY.

Application Fee \$300.00 Fee Received by [Signature] Date 4/30/15

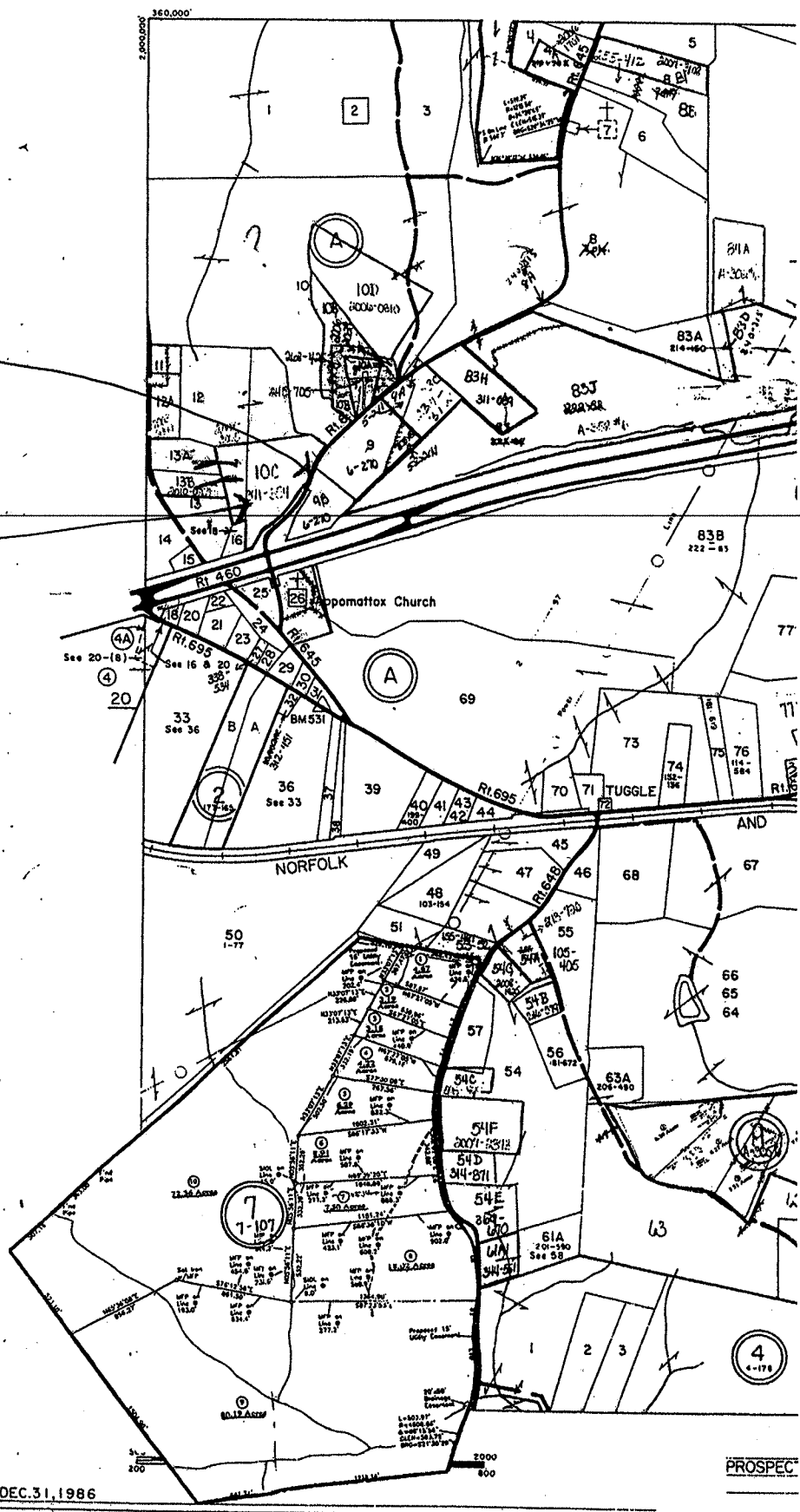
The above mentioned application charges are nonrefundable, regardless of whether the permit application is approved or denied once submitted.

All checks for payment should be made payable to: Treasurer, Prince Edward County, Virginia.

Mail to: Department of Planning &  
Community Development  
P. O. Box 382  
Farmville, VA 23901  
(434) 392-8837

SIMPSON ROAD

GRACE CHAPEL  
45 SIMPSON RD



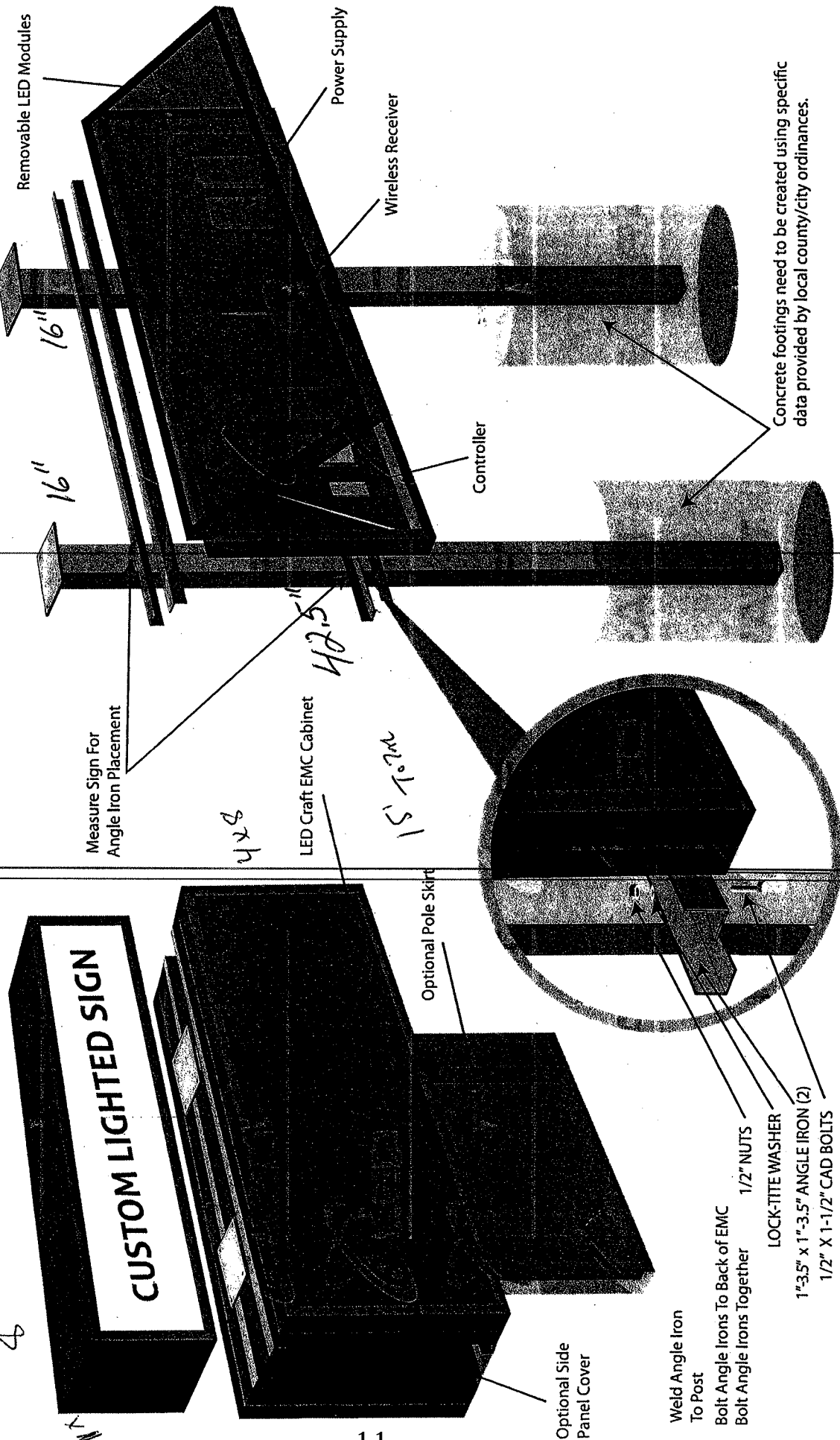
REVISED: DEC. 31, 1986

PROSPEC



ETL LISTED  
UL-CONFORMS TO  
UL STD 48  
UL STD 1433  
Intertek  
4003562

# 2 POLE MOUNT INSTALLATION



Removable LED Modules

Power Supply

Wireless Receiver

Controller

Measure Sign For  
Angle Iron Placement

LED Craft EMC Cabinet

Optional Pole Skirt

Optional Side  
Panel Cover

Weid Angle Iron  
To Post

Bolt Angle Irons To Back of EMC  
Bolt Angle Irons Together

1/2" NUTS

LOCK-TITE WASHER

1"-3.5" x 1"-3.5" ANGLE IRON (2)

1/2" X 1-1/2" CAD BOLTS

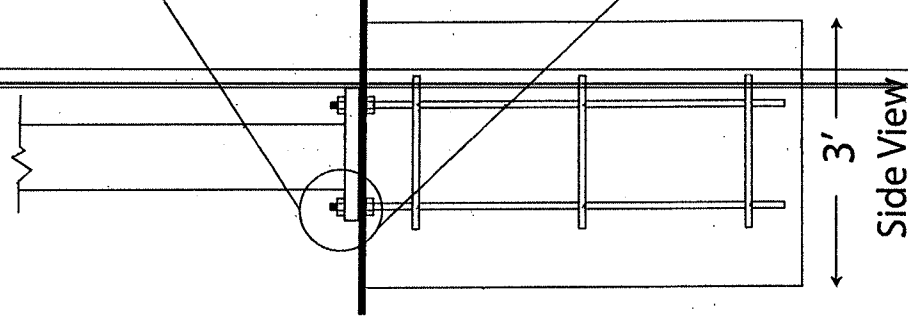
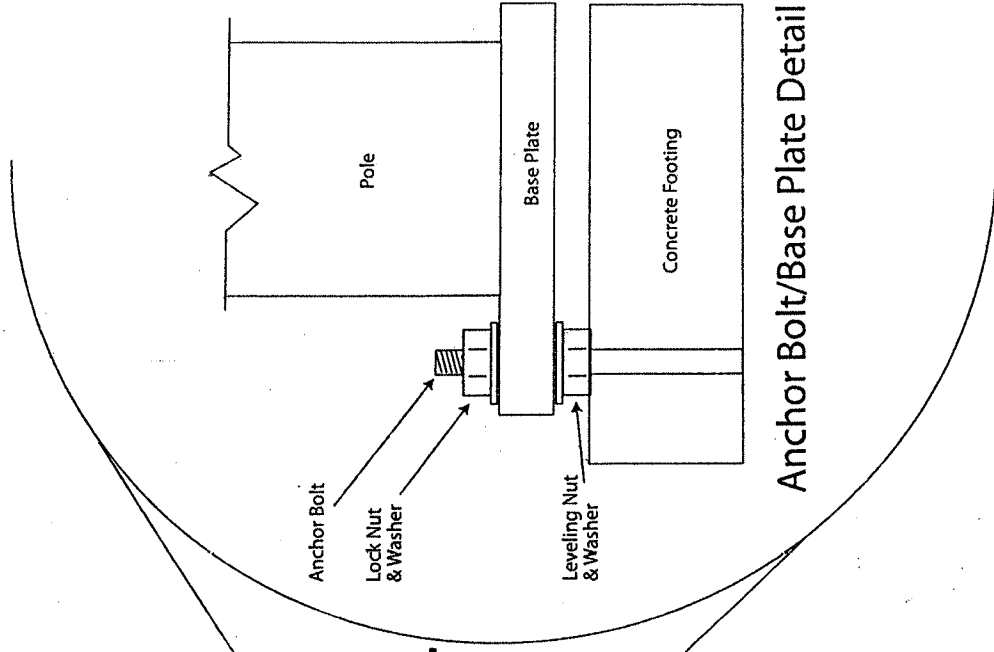
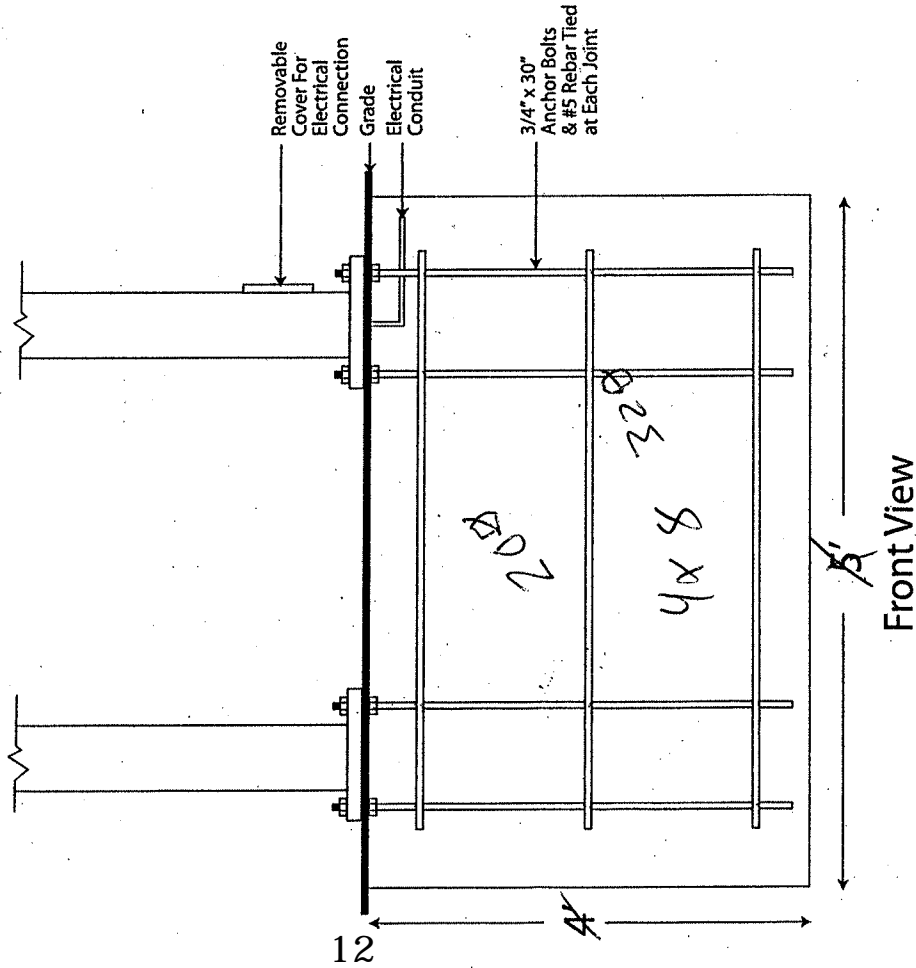
Concrete footings need to be created using specific  
data provided by local county/city ordinances.

Warning: Do not weld onto or drill any additional holes into the LED Craft Electronic Message Center. Do not house the Electronic Message Center inside any other enclosure. these actions, including but not limited to, VOID all warranties. It is very important that you check with your local building and planning department for codes and laws regarding the installation of signage.

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# Typical Pole Mount Footer Detail

15' HEIGHT



This is not an engineering drawing. For representational purpose only. Foundation engineering should be reviewed by local authorities due to varying soil & wind conditions. Local frost line requirements may supersede depth dimensions.