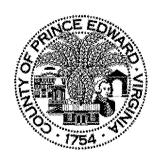


### PRINCE EDWARD COUNTY PLANNING COMMISSION July 28, 2015

### AGENDA

7:00 p.m.	1.	Chairman Townsend will call the July meeting to order.			
	2.	Approval of the Minutes: May 19, 2015 June 9, 2015 at 6:30 p.m.	1 4		
	3.	Public Hearing: Special Use Permit-Southern States Cooperative, Inc.	7		
	4.	Public Hearing: Proposed Amendments to the County Zoning Ordinance	15		
	5.	Old Business			
	6.	New Business			

Next Meeting: August 18, 2015 at 7:00 p.m.



### Prince Edward County Planning Commission Meeting Minutes May 19, 2015 7:00 pm

Members Present:

John Townsend, Chairman

Chris Mason, Vice Chairman

Donald Gilliam

Preston L. Hunt

Mark Jenkins

Robert "Bobby" Jones

John "Jack" W. Peery, Jr.

John Prengaman

Absent:

Jack Leatherwood

Cannon Watson

**Staff Present:** 

Rob Fowler, Director of Planning & Community Development

Chairman Townsend called the May 19, 2015 meeting to order at 7:00 p.m.

### Approval of Minutes: March 17, 2015:

Chairman Townsend requested any changes or corrections be made known.

Chairman Townsend made a motion to approve the March 17, 2015 minutes as presented; the motion carried:

Ave:

Preston C. Hunt

Nay:

(None)

Donald Gilliam Mark Jenkins Robert M. Jones Chris Mason

John "Jack" W. Peery, Jr.

John Prengaman John Townsend, III

Absent:

Clifford Jack Leatherwood, Cannon Watson

### In Re: Public Hearing - Special Use Permit, Grace Chapel Ministries, Inc.

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 freestanding electronic sign on property identified as Tax Map Parcel 021-A-10C, located at 45 Simpson Road, Prospect, VA. This is an A1, Agricultural Conservation District. Notice of this public hearing was advertised according to law in the Wednesday, May 6, 2015 and Wednesday, May 13, 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 electronic sign located at 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. Mr. Fowler stated 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.

Mr. Fowler stated there are no staff objections and no opposition from surrounding property owners; there was one inquiry as to its location. Mr. Fowler stated the *Code of Virginia*, Title 33.2 – Highways and Other Surface Transportation Systems, Section 33.2-1216 sets forth several conditions: there must be at least a four-second message cycle restriction, the sign must have an auto-dimming capability, and the sign may only display messages that pertain to the current permitted uses of the building.

Discussion followed on the date of installation. Mr. Fowler stated that, if approved, the issue will go before the Board of Supervisors at the June 9 meeting; following that approval, the permit can be obtained the next day.

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

Commissioner Prengaman made a motion to approve with conditions the Special Use Permit to allow Grace Chapel Ministries to install one electronic sign on property identified as Tax Map Parcel #021-A-10C, located at 45 Simpson Road, Prospect, Virginia, and commonly known as Grace Chapel Ministries, Inc.; the motion carried:

Aye: Preston C. Hunt

Nay: (None)

Donald Gilliam Mark Jenkins Robert M. Jones Chris Mason

John "Jack" W. Peery, Jr.

John Prengaman John Townsend, III

Absent: Clifford Jack Leatherwood, Cannon Watson

### **Review of Board of Supervisors Actions**

Mr. Fowler advised the Commissioners the amended Bylaws of the Planning Commission were approved by the Board of Supervisors. He stated the Special Use Permit for The Executive Inn was approved and the sign is being manufactured.

#### **Old Business**

(None)

### **New Business**

Mr. Fowler announced there is a joint meeting of the Planning Commission and the Board of Supervisors for a public hearing regarding a Special Use Permit application for Ellington Energy Services, Inc. at the Pump & Pantry for a lighted sign. He said renovations are in progress and the public hearing has been scheduled for June 9, 2015 at 6:30 p.m. to meet time constraints set by the franchise.

Mr. Fowler suggested the sign regulations in the A1 and A2 districts remain the same, requiring the Special Use Permits, and proposed amendments be worked on regarding signs in the Commercial and Industrial districts. Discussion followed.

Mr. Fowler then stated there has been an on-going violation regarding junk cars on Hard Times Road; the property owner has complied and the case has been dropped. This property will be inspected from time to time to ensure it is maintained according to code.

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

Aye: Preston C. Hunt Nay: (None)
Donald Gilliam

Mark Jenkins
Robert M. Jones
Chris Mason
John "Jack" W. Peery, Jr.

John Prengaman

John Townsend, III

Absent: Clifford Jack Leatherwood, Cannon Watson

the meeting was recessed at 7:15 p.m. until June 9, 2015 at 6:30 p.m. in the Board of Supervisors Room.

Next Meeting: June 9, 2015

At a special joint meeting of the Board of Supervisors and the Planning Commission of Prince Edward County, held at the Court House, thereof, on Tuesday, the 9<sup>th</sup> day of June, 2015; at 6:30 p.m., there were present:

Calvin L. Gray

Donald Gilliam

Robert M. Jones

Preston C. Hunt

Charles W. McKay

Clifford Jack Leatherwood

Howard F. Simpson

Chris Mason

C. Robert Timmons, Jr.

John "Jack" W. Peery, Jr.

Jerry R. Townsend

John Prengaman

Jim R. Wilck

John Townsend, III

Cannon Watson

Absent: Pattie Cooper-Jones

Absent: Mark Jenkins

(Robert M. Jones serving as Board of Supervisors member)

Also present: Wade Bartlett, County Administrator; Sarah Elam Puckett, Assistant County Administrator; and Rob Fowler, Director of Planning and Community Development.

Chairman Simpson called the June 9, 2015 special meeting to order.

Planning Commission Chairman Townsend called the Planning Commission meeting to order as a continuation of a recessed meeting; he stated there was a quorum present.

In Re: Joint Public Hearing - Special Use Permit, Ellington Energy Services, Inc.

Chairman Simpson announced that this was the date and time scheduled for a joint public hearing on a request of Ellington Energy Services, Inc., for a Special Use Permit application to install one lighted free-standing sign with LED digital reader in a C-1, General Commercial District, further described as Tax Map Parcel #022-A-70A1; this site is located at 3810 West Third Street, Farmville, Virginia and is known as Pump & Pantry. Notice of this hearing was advertised according to law in the Wednesday, May 27, 2015 and Wednesday, June 3, 2015 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Robert Fowler, Planning Director, stated the County received a Special Use Permit Application to permit the installation of one internally lighted free-standing sign with LED digital display, located at 3810 West Third Street, Farmville, on Tax Map Parcel 022-A-70A1. The free-standing sign will be approximately 40 square feet in area and 22 feet in height, and will replace the existing free-standing sign if approved.

Mr. Fowler stated the property is currently being used as a convenience store 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 were no objections from the neighbors.

Supervisor Gray questioned the hours the sign will be lit; Mr. Fowler stated it will be lit 24 hours a day, and will not have a scrolling message.

Board of Supervisors Chairman Simpson opened the public hearing.

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

Planning Commission Chairman asked the Commissioners for any questions or comments. There being none, Commissioner Mason made a motion, seconded by Commissioner Prengaman, to accept for recommendation to the Board of Supervisors the Special Use Permit application from Ellington Energy Services, Inc., to install one lighted free-standing sign with LED digital reader located at 3810 West Third Street, Farmville, Virginia and known as Pump & Pantry; the motion carried unanimously:

Aye:

Donald Gilliam

Nay:

(None)

Preston C. Hunt

Clifford Jack Leatherwood

Chris Mason

John "Jack" W. Peery, Jr.

John Prengaman

John Townsend, III

Cannon Watson

Absent:

Mark Jenkins

Robert M. Jones (serving on Board of Supervisors)

Chairman Townsend recommended to the Board of Supervisors the approval of the Special Use Permit application requested by Ellington Energy Services, Inc.

Supervisor Wilck made a motion, seconded by Supervisor Gray, to approve the Special Use Permit application from Ellington Energy, Inc. to install one internally lighted free-standing sign with LED digital display, located at 3810 West Third Street, on Tax Map Parcel 022-A-70A1, owned by Cheun Hampton; the motion carried:

Aye:

Calvin L. Gray

Nay: None

Robert M. Jones Charles W. McKay

Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend

Jim R. Wilck

Absent:

Pattie Cooper-Jones

Chairman Townsend made a motion to adjourn the Planning Commission meeting; the motion carried:

Aye:

Donald Gilliam

Nay:

(None)

Preston C. Hunt

Clifford Jack Leatherwood

Chris Mason

John "Jack" W. Peery, Jr.

John Prengaman John Townsend, III Cannon Watson

Absent:

Mark Jenkins

Robert M. Jones (serving on Board of Supervisors)

On motion of Supervisor McKay, seconded by Supervisor Cooper-Jones, and adopted by the following

vote:

Aye:

Calvin L. Gray

Nay: None

Robert M. Jones

Charles W. McKay Howard F. Simpson C. Robert Timmons, Jr.

Jerry R. Townsend

Jim R. Wilck

Pattie Cooper-Jones Absent:

the meeting was adjourned at 6:36 p.m.



Meeting Date: July 28, 2015

Item No.: 3

Department: Planning Commission

Staff Contact: Rob Fowler

Issue: Special Use Permit-Southern States, Inc.

### Summary:

The County has received a special use permit application to permit the installation of one off premise sign that will be located on a parcel owned by STEPS, Inc. The proposed location is at 100 Industrial Park Road, identified as Tax Map Parcel 023B-A-2.

The free standing sign will be approximately 13 feet in height, 39 square feet in area and will be located near the intersection of SMI Way and Industrial Park Road and will serve as a directional sign for the new Southern States Farmers Cooperative being built on SMI Way.

The property is located in the I1, General Industrial District. Section 3-104.1 of the Prince Edward County Zoning Ordinance permits off premise signs by Special Use Permit.

#### **Attachments:**

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

### **Recommendations:**

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

Motion	Mason	Hunt	Jones
Second	Townsend	Gilliam	Watson
Prengaman	Jenkins	Leatherwood	Peery



July 7, 2015

Please publish the following public hearing notice in THE FARMVILLE HERALD on Wednesday, July 15, 2015 and Wednesday, July 22, 2015.



#### **Notice of Public Hearing**

The Prince Edward County Planning Commission will hold a public hearing on Tuesday, July 28, 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.** Amending the ordinance to allow lighted signs in the Commercial and Industrial Districts as a permitted use.
- 2. Adding a Special Use Permit process for Dormitories in the A1, Agricultural Conservation and A2, Agricultural Residential Districts to allow facilities providing off campus student housing.
- **3.** Amending the Sandy River Reservoir Overlay District regarding the setbacks for dwellings to provide more uniform development within the area.
- **4.** Request by Southern States Cooperative, Inc. for a Special Use Permit to erect a free standing off premise sign located on a parcel owned by STEPS, Inc. The proposed location is at 100 Industrial Park Road, identified as Tax Map Parcel 023B-A-2. This is an I1, General Industrial District.

A complete copy of the proposes amendments are 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 <a href="https://www.co.prince-edward.va.us">www.co.prince-edward.va.us</a>. 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

COMMENTS:	PERMIT/APPLICATION NO
	unty of Prince Edward
	E EDWARD COUNTY APPLICATION FOR SPECIAL USE PERMIT
TO: PRINCE EDWARD COUNTY PLATE VIA: ZONING ADMINISTRATOR	ANNING COMMISSION SPECIAL EXCEPTION REQUESTED:
	ng described property hereby applies for a Special Use permit as ın requirements are found in Section 4-100 of Article IV Development Edward County, Virginia.
Applicant's Name: JONATHAN B Applicant's Address: 6606 W. BRO	ISHOP - PROJECT SUPERVISOR, SOUTHERN STATES COOPERATIV AD STREET, RICHMOND, VA 23260
Applicant's Telephone Number: (804) 28/	
Present Land Use: 11 Gen	
Legal Description of Property with Deed Book 100 Industrial Park Ro	and Page No. or Instrument No <i>STEPS, Inc.</i>
Tax Map #	
Narrative statement evaluating effects on adjo	Acreage : sining properties (noise, odor, dust, fumes, etc.): (Attach additional sheet if
Statement of general compatibility with adjace necessary.)	ent and other properties in the zoning district. (Attach additional sheet if
Height of Principal Building (s): Feet	Stories
APPLICANT'S STATEMENT: (if not owner(s)	
complete and correct to the best of my kno	ority to make the foregoing application, that the information given is eviledge, and that development and/or construction will conform with dward County Zoning Ordinance as written and also with the ation.  Date
PROPERTY OWNER(S) STATEMENT:  I hereby certify that I/We own the al correct to the best of my knowledge, and the complete permission of the undersigned of the Prince Edward County Zoning Ordinan	prove described property, that the information given is complete and the above person(s), group, corporation, or agent has the full and wner(s) to make application for a Conditional Use permit as set forth in the ce as written.
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

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.

# Prince Edward County Special Use Permit

Applicant:	Southern	States Coo	perative.	Inc.
		- CG CG CG CG	pc. ac c,	

Date: July 9, 2015

### Schedule B

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

Parcel ID	Owner	Address	Note
023B-2-1	Waterworks Players, Inc.	P. O. Box 671	
		Farmville, VA 23901	
023B-A-3	Farmers Cooperative, Inc.	319 W. Third Street	
		Farmville,, VA 23901	
023B-1-A	Town of Farmville	116 N. Main Street	
		Farmville, VA 23901	
023B-1-L	Farmville Area Development,	P. O. Box 567	
	Corp.	Farmville, VA 23901	
L	<u> </u>		

**BOARD OF SUPERVISORS** 

HOWARD F. SIMPSON CHAIRMAN

PATTIE COOPER-JONES

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**

July 9, 2015

RE: Special Use Permit Application at 100 Industrial Park Road

To Whom It May Concern:

The Prince Edward County Planning Commission has scheduled a Public Hearing on Tuesday, July 28, 2015 at 7:00 p.m. to consider a Special Use Permit Application by Southern States Cooperative, 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 off premise sign located on a parcel owned by STEPS, Inc., identified as Tax Map Parcel 023B-A-2. This request is a use that is allowed in the I1, General Industrial 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 <a href="www.co.prince-edward.va.us">www.co.prince-edward.va.us</a>. 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 <a href="mailto:rfowler@co.prince-edward.va.us">rfowler@co.prince-edward.va.us</a>.

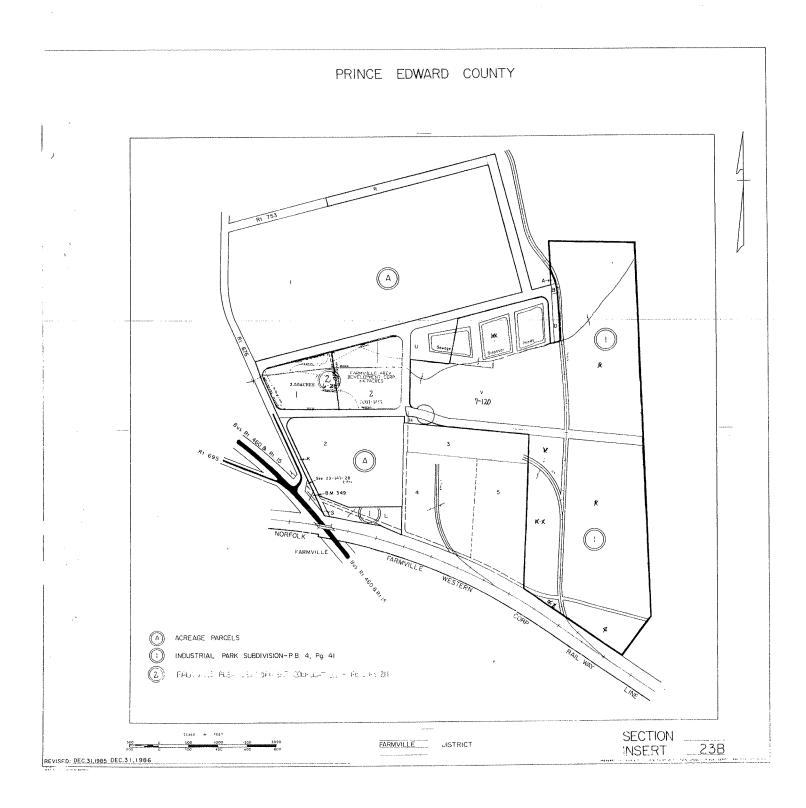
Sincerely

Robert S. Fowler

Director

Planning and Community Development

PRINCE EDWARD COUNTY BOARD OF SUPERVISORS



## Southern States - Farmville VA Scale 1/2" = 1'-0"



	Drawing # 040-15-1	Approved By:	
	Michelle Bush	6/18/2015 12:33 PM	
040-15-1 Southern States - Farmville VA (Road Sign 7'-1in. x 5'-7in.).dw			







Meeting Date:

July 28, 2015

Item No.:

4

Department:

**Planning and Community Development** 

**Staff Contact:** 

Rob Fowler

Issue:

Sign Ordinance Amendment

### Summary:

After reviewing Sections 3-104.11 and 3-104.13 of the current sign ordinance regarding Commercial and Industrial Zoned properties and processing recent sign applications in these districts, I recommend that the Planning Commission consider amending the sections regarding Illuminated signs. The current sign ordinance requires a Special Use Permit in order to erect an illuminated sign in these zoning districts.

The current sign ordinance regulates height, size, and placement and requires all illuminated signs be directed, shaded, or shielded that the light intensity or brightness shall not adversely affect surrounding or facing premises, nor interfere with the safe vision of operators of moving vehicles. Light shall not be permitted to shine or reflect on or into any residential structure as well.

Considering the existing regulations to control the negative impacts that may affect adjacent properties, staff proposes that the ordinance be amended to allow illuminated signs as a permitted use in these zoning districts.

### **Attachments:**

- 1. Public Hearing Notice
- 2. Proposed amendment to the Prince Edward County Zoning Ordinance

### **Recommendations:**

The Planning Commission will wish to hold a public hearing and render a decision concerning the proposed amendment.

Motion	Mason	Hunt	Jones
Second	Townsend	Gilliam	Watson
Prengaman	Jenkins	Leatherwood	Peery



July 7, 2015

Please publish the following public hearing notice in THE FARMVILLE HERALD on Wednesday, July 15, 2015 and Wednesday, July 22, 2015.



### **Notice of Public Hearing**

The Prince Edward County Planning Commission will hold a public hearing on Tuesday, July 28, 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. Amending the ordinance to allow lighted signs in the Commercial and Industrial Districts as a permitted use.
- 2. Adding a Special Use Permit process for Dormitories in the A1, Agricultural Conservation and A2, Agricultural Residential Districts to allow facilities providing off campus student housing.
- 3. Amending the Sandy River Reservoir Overlay District regarding the setbacks for dwellings to provide more uniform development within the area.
- 4. Request by Southern States Cooperative, Inc. for a Special Use Permit to erect a free standing off premise sign located on a parcel owned by STEPS, Inc. The proposed location is at 100 Industrial Park Road, identified as Tax Map Parcel 023B-A-2. This is an I1, General Industrial District.

A complete copy of the proposes amendments are 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 <a href="https://www.co.prince-edward.va.us">www.co.prince-edward.va.us</a>. 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



**Meeting Date:** 

July 28, 2015

Item No.:

4-2

Department:

Planning and Community Development

**Staff Contact:** 

**Rob Fowler** 

Issue:

**Proposed Zoning Amendment** 

### Summary:

Prince Edward County staff was contacted regarding the process to establish dormitory type housing to allow students to occupy a dwelling/structure with on-site staff supervision off premises of the main grounds of the school. After reviewing the current zoning ordinance there is not a process to allow this type of housing for students, faculty or employees of an established college, university, independent school, or medical facility.

Staff has reviewed ordinances of other localities and suggests a proposed amendment to the zoning ordinance to provide students off campus housing options for established colleges, universities, independent schools, or medical facilities.

Staff suggests that the Planning Commission add a classification of "Dormitories" as a use allowed by Special Use Permit in the following zoning districts:

A-1, Agricultural Conservation and A-2, Agricultural Residential

The applicant would still have to meet the development standards outlined in the ordinance and comply with any additional building codes or other state agency requirements. .Staff also suggests that the following definition of Dormitories be added to Article VI, Section 6-100 Section (C) as well.

Dormitories- Buildings or structures which have on-site supervision and may contain rooms for sleeping and include common eating facilities for the housing of regular enrolled students, faculty and employees of an established college, university, independent school, or medical facility.

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### **Recommendations:**

Motion	Mason	Hunt	Jones
Second	Townsend	Gilliam	Watson
Prengaman	Jenkins	Leatherwood	Peery



**Meeting Date:** July 28, 2015

Item No.: 4-3

Planning and Community Development Department:

**Staff Contact:** Rob Fowler

**Proposed Zoning Amendment** Issue:

### Summary:

Staff is recommending the Planning Commission consider amending Section 83.31, (20) of the Prince Edward County Code pertaining to the Ordinance to regulate and protect the Sandy River Reservoir and adjacent County owned properties regarding the required setbacks for dwellings.

The current ordinance allows the siting of dwellings using "conventional onsite sewage systems,: as defined by Virginia Board of Health Regulations, within 500 feet of the normal pool elevation of the reservoir. Dwellings utilizing an "alternative on-site sewage system" with "secondary effluent" or better as defined by the Virginia Board of Health Regulations, and approved by the Virginia Department of Health, may be sited not closer than 200 feet from the normal pool elevation of the reservoir, so long as the soil treatment area is located not less than 500 feet from the normal pool elevation of the reservoir.

After reviewing the code with the local representative of the Virginia Department of Health, staff suggest amending the section to provide a required setback for dwellings of 200 feet from the

normal pool elevation of the 500 feet from the normal pool		treatment area is located i	not less than
This amendment would prov development within the area.		for dwellings and conform	ity for
Attachments:			
Recommendations:			
Motion Second Prengaman	Mason Townsend Jenkins	Hunt Gilliam Leatherwood	Jones Watson Peery