



**PRINCE EDWARD COUNTY
PLANNING COMMISSION
August 18, 2015**

A G E N D A

- 7:00 p.m.**
1. Chairman Townsend will call the August meeting to order.
 2. Approval of the Minutes: July 28, 2015 at 7:00 p.m. 1
 3. Public Hearing: Special Use Permit-Chapman Hood Frazier. 9
 4. Continue discussion of the Proposed Amendments to the County Zoning Ordinance:
 - a. Sign Ordinance 15
 - b. Dormitory Housing 17
 5. Old Business
 6. New Business

Next Meeting: September 15, 2015 at 7:00 p.m.



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

Meeting Date: August 18, 2015
Item No.: 2
Department: Planning and Community Development
Staff Contact: Rob Fowler
Issue: Meeting Minutes – July 28, 2015

Summary:

Attachments:

Recommendations:

Approval.

Motion _____
Second _____
Prengaman _____

Mason _____
Townsend _____
Jenkins _____

Hunt _____
Gilliam _____
Leatherwood _____

Jones _____
Watson _____
Peery _____



**Prince Edward County Planning Commission
Meeting Minutes
July 28, 2015
7:00 pm**

Members Present: John Townsend, Chairman Chris Mason, Vice Chairman
 Donald Gilliam Preston L. Hunt
 Robert “Bobby” Jones Jack Leatherwood
 John “Jack” W. Peery, Jr. John Prengaman

Absent: Mark Jenkins Cannon Watson

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

Chairman Townsend called the July 28, 2015 meeting to order at 7:00 p.m.

Approval of Minutes: May 19, 2015 & June 9, 2015:

Chairman Townsend requested any changes or corrections be made known.

Commissioner Mason requested that the minutes of the meeting held May 19, 2015, include the conditions set forth by VDOT and the County in the Special Use Permit application process for Grace Chapel Ministries, which include *1) The sign comply with Virginia Code Title 33.2 Highways and Other Surface Transportation Systems, Section 33.2-1216; 2) the sign must have at a minimum a Four-Second cycle before changing the sign message; 3) the sign must have automatic dimming capabilities; and 4) the sign must only display messages that pertain to the current permitted uses of the building.* Commissioner Mason also stated during the June 9, 2015 joint meeting, the second to the adjournment of the Board needed correction as Supervisor Cooper-Jones was not in attendance.

Chairman Peery made a motion, seconded by Commissioner Prengaman, to approve the May 19, 2015 and June 9, 2015 minutes with corrections; the motion carried:

Aye: Preston C. Hunt
Donald Gilliam
Robert M. Jones
Clifford Jack Leatherwood
Chris Mason
John "Jack" W. Peery, Jr.
John Prengaman
John Townsend, III

Nay: (None)

Absent: Mark Jenkins, Cannon Watson

In Re: Public Hearing – Special Use Permit, Southern States, 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 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. Notice of this public hearing was advertised according to law in the Wednesday, July 15, 2015 and Wednesday, July 22, 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 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. Mr. Fowler said the free standing sign will be approximately 13 feet in height, 39 feet square 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 I-1, General Industrial District. Section 3-104.1 of the Prince Edward County Zoning Ordinance permits off-premise signs by Special Use Permit.

Commissioner Jones recused himself from participating in the discussion and the vote as he is Chairman of the Board of Directors.

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

Commissioner Mason made a motion, seconded by Commissioner Peery, to approve for recommendation to the Board of Supervisors the Special Use Permit to allow the request by Southern States to install one off-premise sign that will be located on a parcel owned by STEPS, Inc., at 100 Industrial Park Road, identified as Tax Map Parcel 023B-A-2; the motion carried:

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

Mr. Fowler stated this will be before the Board of Supervisors at its August meeting.

In Re: Public Hearing – Ordinance Amendments

Chairman Townsend said this is the time and date advertised for a Public Hearing to receive citizen input prior to amendments to the Prince Edward County Zoning Ordinance. Notice of this public hearing was advertised according to law in the Wednesday, July 15, 2015 and Wednesday, July 22, 2015 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Chairman Townsend opened the public hearing.

Mr. Rob Fowler stated that following a review of 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, he recommended 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.

Mr. Fowler stated that 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.

Mr. Fowler stated that any deviation from the regulations stipulated in the sign ordinance would require a Special Use Permit.

Commissioner Leatherwood questioned the stipulations set by VDOT regarding blinking arrow signs. Mr. Fowler stated VDOT has restrictions on temporary signs. Any signs with electronic changeable copy would need to come before the Planning Commission; this ordinance amendment is strictly for illumination.

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

The Planning Commission concurred to delay action on the amendments to Section 3-104.11 and 3.104.13 to allow illuminated signs as a permitted use in the Commercial and Industrial Zoned properties until the August 2015 meeting, to allow for further consideration.

In Re: Proposed Zoning Amendment – Ordinance to Regulate and Protect the Sandy River Reservoir

Chairman Townsend said this is the time and date advertised for a Public Hearing to receive citizen input prior to considering an amendment to Section 83.31, (20) of the *Ordinance to Regulate and Protect the Sandy River Reservoir* regarding the setbacks for dwellings to provide more uniform development within the area. Notice of this public hearing was advertised according to law in the Wednesday, July 15, 2015 and Wednesday, July 22, 2015 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Chairman Townsend opened the public hearing.

Mr. Fowler stated 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.

Mr. Fowler said that the current ordinance allows the siting of dwellings using “conventional onsite sewage systems” as defined by the 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.

Mr. Fowler stated that after reviewing the code with the local representative of the Virginia Department of Health, staff suggests the section to provide a required setback for dwellings of 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. This amendment would provide a more uniform setback for dwellings and conformity for development within the area.

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

Commissioner Leatherwood made a motion, seconded by Commissioner Prengaman, to recommend to the Board of Supervisors approval of an amendment of Section 83.31, (20) of the Prince Edward County Code pertaining to the Ordinance to Regulate and Protect the Sandy River Reservoir, to provide a required setback for dwellings of 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; the motion carried:

Aye: Preston C. Hunt
Donald Gilliam
Robert M. Jones
Clifford Jack Leatherwood
Chris Mason
John “Jack” W. Peery, Jr.
John Prengaman
John Townsend, III

Nay: (None)

Absent: Mark Jenkins, Cannon Watson

In Re: Proposed Zoning Amendment – Dormitory Housing

Chairman Townsend said this is the time and date advertised for a Public Hearing to receive citizen input prior to considering an amendment to the Prince Edward County Zoning Ordinance 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. Notice of this public hearing was advertised according to law in the Wednesday, July 15, 2015 and Wednesday, July 22, 2015 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Chairman Townsend opened the public hearing.

Mr. Fowler stated 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 no process to allow this type of housing for students, faculty or employees of an established college, university, independent school, or medical facility.

Mr. Fowler stated staff 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 A1, Agricultural Conservation and A2, Agricultural Residential zoning districts. Mr. Fowler said 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 be added to Article VI, Section 6-100, Section (C):

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.

Mr. Fowler stated discussion was necessary to establish requirements and conditions such as onsite staff 24/7 to provide adult supervision, and other items. He said buildings would need to meet the building code for institutional use; an architect or design professional review would need to be provided at each residence. He added not every property would work and any would need to be ADA compliant. Mr. Fowler stated there was no interest from any citizens.

Commissioner Peery asked if there is a specific number of people necessary to classify it as a dormitory. Mr. Fowler stated that the current ordinance states that up to four unrelated people may live in a dwelling and operate as a family; more than that, this would be a process that could be used. This is separate from a group home setting, this is student housing.

Commissioner Pregelman stated the conditions would need to be clarified, such as the “24/7 supervision.” Discussion followed.

Mr. Fowler stated the process would include the application, a review by the Health Department to make certain the land would perk and would be adequate for the number of people proposed for the building, and remodeling (building permits) to make it ADA compliant.

Commissioner Townsend asked if the State Code contains any language with stipulations on dormitories. Mr. Fowler said he was not aware of any but will be in touch with the County Attorney. He stated the Commission could vote to allow the ordinance change to add the definition.

Chairman Townsend stated the conditions will be set at the time of the public hearing for the Special Use Permit.

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

Commissioner Townsend made a motion, seconded by Commissioner Hunt, to postpone action on the proposed amendment regarding “Dormitories” until the August 2015 meeting; the motion carried:

Aye:	Preston C. Hunt	Nay:	(None)
	Donald Gilliam		
	Robert M. Jones		
	Clifford Jack Leatherwood		
	Chris Mason		
	John “Jack” W. Peery, Jr.		
	John Pregelman		
	John Townsend, III		

Absent: Mark Jenkins, Cannon Watson

Old Business

Commissioner Mason requested others to view the LED sign approved for Grace Chapel Ministries. He stated when he approached the location coming from Appomattox, the light was quite bright. He said the Planning Commission may need to give more thought to the signs in the future. Commissioner Jones stated there will be several other lighted signs for other businesses in that area in the near future.

Mr. Fowler said he will contact Kevin Wright, VDOT, to make sure the sign is in compliance.

New Business

(None)

Chairman Townsend made a motion and adopted by the following vote:

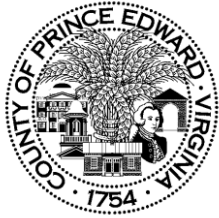
Aye:	Preston C. Hunt	Nay:	(None)
	Donald Gilliam		
	Robert M. Jones		
	Clifford Jack Leatherwood		
	Chris Mason		
	John "Jack" W. Peery, Jr.		
	John Prengaman		
	John Townsend, III		

Absent: Mark Jenkins, Cannon Watson

the meeting was adjourned at 7:50 p.m.

Next Meeting: August 18, 2015

DRAFT



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

Meeting Date: August 18, 2015
Item No.: 3
Department: Planning and Community Development
Staff Contact: Rob Fowler
Issue: Special Use Permit – Chapman Hood Frazier

Summary:

The County has received a Special Use Permit application to permit the operation of a Family Day Home providing care for up to twelve (12) children located at 71 Sunrise Lane, on Tax Map Parcel 041-15-46, owned by Chapman Hood Frazier and Deborah Carrington.

The proposed facility will be licensed and inspected by the Virginia Department of Social Services. The hours of operation will be Monday-Thursday from 8:15 a.m. to 3:30 p.m. Friday’s hours will be reserved for parent conferences by appointment.

The property is located in an A-1, Agricultural Conservation District and the use is allowed by Special Use Permit.

Attachments:

1. Public Hearing Notice
2. Special Use Permit Application
3. List of Adjoining Property Owners notified of Special Use Permit
4. Sample letter sent to adjoining property owners

Recommendations:

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

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



July 31, 2015

Please publish the following public hearing notice in THE FARMVILLE HERALD on Wednesday, August 5, 2015, and Wednesday, August 12, 2015.



Notice of Public Hearing

The Prince Edward County Planning Commission will hold a public hearing on Tuesday, August 18, 2015 at 7:00 p.m. in the Board of Supervisors Room located on the 3rd 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 Chapman Hood Frazier for a Special Use Permit to operate a Family Day Home for up to twelve (12) children on property identified as Tax Map Parcel 041-15-46, located at 71 Sunrise Lane, Rice, VA. This is an A-1, 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, 3rd Floor, Farmville, VA, or on the county website at 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

COMMENTS: APPLICATION
FEE PAID? PSF

PERMIT/APPLICATION NO _____
ZONING DISTRICT A-1
MAGISTERIAL DISTRICT _____
DATE SUBMITTED 3-4-15

7-22-15

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: Chapman Hood Frazier
Applicant's Address: 711 Sunrise Lane, Rice, VA 23966
Applicant's Telephone Number: () 434-390-6709

Present Land Use: Residential

Legal Description of Property with Deed Book and Page No. or Instrument No. Whisperwood section III, Lot 46 SUB

Tax Map # Page 041, Ins DC1522K Acreage: 3

Narrative statement evaluating effects on adjoining properties (noise, odor, dust, fumes, etc.): (Attach additional sheet if necessary.) Sunrise school will be located in a room beside my garage located behind my home. May have a slight increase in traffic at 8:00 AM + 3:30 PM.

Statement of general compatibility with adjacent and other properties in the zoning district. (Attach additional sheet if necessary.) School will be located behind my house in a fully-fenced backyard with only 10-12 students attending and should not impact neighbors

Height of Principal Building (s): Feet _____ Stories 1 story

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 of Applicant (if not property owner) _____ Date _____

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.

Chapman Hood Frazier March 4, 2015 July 23, 2015
Signature of Property Owner(s) Date
Deborah F. Carrington March 4, 2015 ✓
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 inf Date 7/22/15
3-4-15

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

Prince Edward County
Special Use Permit

Applicant: Chapman Hood Frazier
71 Sunrise Lane
Rice, VA 23966

Date: August 4, 2015

Schedule B

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

Parcel ID	Owner	Address	Note
041-15-31	Sarah Fox	407 Milnwood Road Farmville, VA 23901	
041-15-30	Geraldine Henderson	102 Sunrise Lane Rice, VA 23966	
041-15-45	Jennings and Dennis Custis	P.O. Box 366 Farmville, VA 23901	
041-15-47	William and Diane Askew	2654 Gully Tavern Road Rice, VA 23966	
041-15-29	Corrick Adams	2602 Gully Tavern Road Rice, VA 23966	
042-4-48	Gully Tavern Enterprises, LLC	3454 Gully Tavern Road Rice, VA 23966	
042-4-49	Anthony and Tracey Ellington	3454 Gully Tavern Road Rice, VA 23966	



COUNTY OF PRINCE EDWARD, VIRGINIA

August 4, 2015

RE: Special Use Permit Application for 71 Sunrise Lane

To Whom It May Concern:

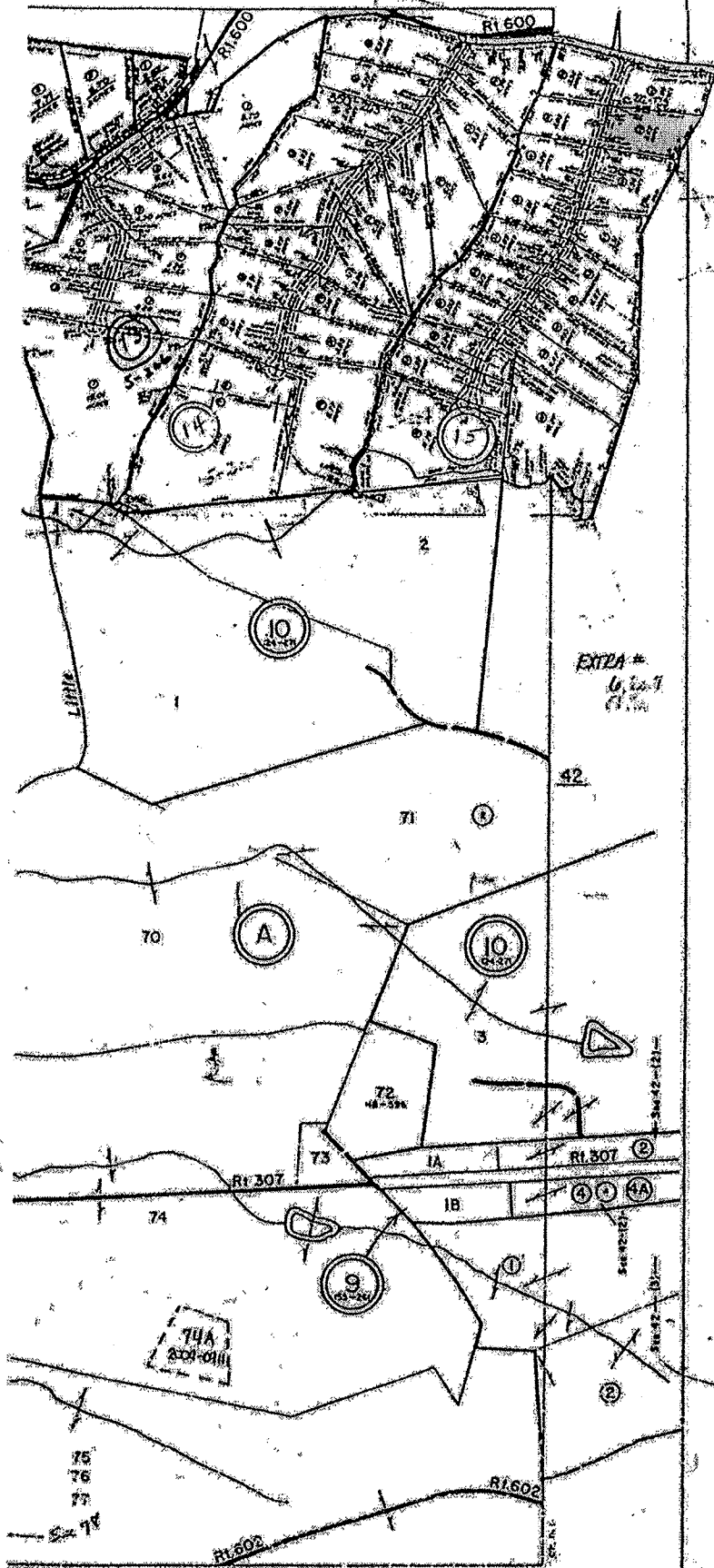
The Prince Edward County Planning Commission has scheduled a Public Hearing on Tuesday, August 18, 2015 at 7:00 p.m. to consider a Special Use Permit Application by Chapman Hood Frazier. The Planning Commission meeting will be held in the Board Room on the Third Floor of the Prince Edward County Courthouse. A public hearing gives the Planning Commission the opportunity to gather citizen input prior to considering the special use request.

The Special Use Permit application is a request to allow the operation of a Family Day Home providing care for up to twelve (12) children located at 71 Sunrise Lane, identified as Tax Map Parcel 041-15-46. This request is allowed in the A-1, Agricultural Conservation District by Special Use Permit.

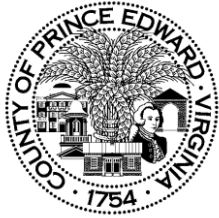
You are receiving this notice because you own land adjacent to this parcel. The Special Use Permit application is available for review in the Prince Edward County Department of Planning and Community Development and on the county web page at www.prince-edward.va.us. If you have any questions about this 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.

Sincerely,

Robert S. Fowler
Director
Planning and Community Development



SECTION 41
 INSERT



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

Meeting Date: August 18, 2015
Item No.: 4-a
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.

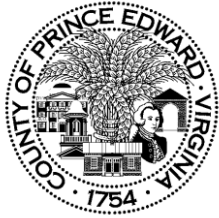
Considering the existing regulations to control the negative impacts that may affect adjacent properties, staff proposes that the ordinance be amended to allow illuminated signs as a permitted use in these zoning districts.

Attachments:

Recommendations:

The Planning Commission will wish to continue discussion regarding the proposed ordinance amendments.

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



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

Meeting Date: August 18, 2015
Item No.: 4-b
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.

Staffs 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.

Attachments:

Recommendations:

The Planning Commission will wish to continue discussion regarding the proposed ordinance amendments.

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