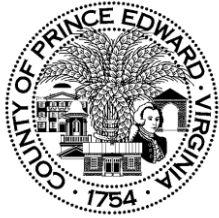


**PRINCE EDWARD COUNTY
PLANNING COMMISSION
December 15, 2015**

A G E N D A

- 7:00 p.m.**
- 1.** Chairman Townsend will call the December meeting to order.
 - 2.** Approval of the Minutes: November 15, 2015 at 7:00 p.m.
 - 3.** Public Hearing-Amendment to the Subdivision Ordinance
 - 4.** Old Business
 - 5.** New Business

Next Meeting: January 19, 2016 at 7:00 p.m.



County of Prince Edward
Planning Commission
Agenda Summary

Meeting Date: December 15, 2015
Item No.: 2
Department: Planning and Community Development
Staff Contact: Rob Fowler
Issue: Meeting Minutes

Summary: November 18, 2015 meeting minutes

Motion _____
Second _____
Prengaman _____

Mason _____
Townsend _____
Jenkins _____

Hunt _____
Gilliam _____
Leatherwood _____

Jones _____
Watson _____
Peery _____



**Prince Edward County Planning Commission
Meeting Minutes
November 18, 2015
7:00 pm**

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

Absent: John Prengaman

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

Chairman Townsend called the November 18, 2015 meeting to order at 7:00 p.m.

Approval of Minutes: August 18, 2015:

Chairman Townsend requested any changes or corrections be made known.

Chairman Townsend made a motion, seconded by Commissioner Peery, to approve the August 18, 2015 minutes as presented; the motion carried:

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

Absent: John Prengaman

In Re: Public Hearing – Special Use Permit – Dominion Virginia Power

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 by Dominion Virginia Power to expand an existing electrical substation (Utility Service) on a parcel owned by George and Penny Welch, identified as Tax Map Parcel 043-A-33, located at 115 Merriman Shop Road. This is an A-1, Agricultural Conservation District. Notice of this public hearing was advertised according to law in the Friday, November 6, 2015 and Friday, November 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 from Dominion Virginia Power to permit the expansion of an existing legal non-conforming electrical substation which will encompass approximately 4.02 acres of the parcel located on Tax Map Parcel 043-A-33, owned by George and Penny Welch.

The existing perimeter fence around the existing substation will be extended around the proposed addition. The attached documents provide additional details of the layout and type of equipment that will be added to the facility. The proposed expansion will increase and improve energy reliability in the service area.

The property is presently zoned A-1, Agricultural Conservation, and this zoning classification permits “Utility Services, Major” by a Special Use Permit.

Dan Goody, Project Manager, stated there will be no additional capacity but it will allow the isolation of different sections of the line; instead of an issue taking out the whole line, it will allow just the problem area to be worked on. He said several million dollars will be invested. The lines have been rebuilt; they are now in the process of cleaning up.

Chairman Townsend questioned the non-conforming use. Mr. Fowler stated this was a non-conforming use in 2007 which was allowable as “Major Services”, which allows this use with a Special Use Permit in an A-1 District.

Chairman Townsend then questioned the design of the plat. Mr. Goody stated it consists of a one acre footprint. More land is being purchased because there may need to be a sediment pond installed to comply with the stormwater regulations. Discussion followed on the placement of the addition; Mr. Goody said there will be a 50 foot access.

Commissioner Jones asked about the land purchased for the substation on Worsham Road. Mr. Goody stated there is still no set date for that project. They do plan to add a transformer in the fall of 2017 to help with the load contingency in the Hampden-Sydney area.

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

Commissioner Jones made a motion, seconded by Commissioner Watson, to approve for recommendation to the Board of Supervisors the Special Use Permit application of Dominion Virginia Power, as presented. The motion carried:

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

In Re: Special Use Permit – SBA Communications Corporation

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 by SBA Communications Corporation to construct a wireless communications tower (195' in height) on a parcel owned by Robert Biggers, Sr., identified as Tax Map Parcel 103-A-27, located on 13745 Farmville Road. This is an A-1, Agricultural Conservation District. Notice of this public hearing was advertised according to law in the Friday, November 6, 2015 and Friday, November 13, 2015 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Rob Fowler stated the County received a Special Use Permit application for the construction of an unmanned wireless telecommunications tower and related facilities located on Tax Map Parcel 103-A-27, owned by Robert Biggers, Sr. The tower will be 195' in height plus a 4' lightning rod. The lease area dimensions will be 100' X 100' and the fenced compound will be approximately 80' X 80'.

SBA Communications Corporation will provide the County co-location opportunities without compensation for the County's emergency services equipment. There are no existing towers or structures in the area that can accommodate the proposed antenna and this will provide better service for this area.

This property is presently zoned A-1, Agricultural Conservation, and this zoning classification permits towers, with related unmanned equipment buildings by Special Use Permit.

Commissioner Watson questioned the length of time anticipated for this project. Mr. Fowler stated it normally takes about two months.

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

Chairman Townsend made a motion, seconded by Commissioner Mason, to approve for recommendation to the Board of Supervisors the Special Use Application from SBA Communications Corporation, as presented; the motion carried:

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

Old Business
(None)

New Business

Mr. Fowler stated that County Attorney's office has done a review of the Subdivision Ordinance to make sure it is up to date with State requirements. He said several amendments were recommended. He added that following the meeting with VDOT and a possible developer, there was more scrutiny to the road requirements in the existing Subdivision Ordinance, and it is not clear what the County wishes to do regarding issues of road maintenance. Amendments are proposed to improve the bonding process to include a schedule and requirements set forth to the developer, as the development progresses. Discussion followed.

Commissioner Jones asked if all lots need to be sold before the road can be accepted into the VDOT system; Mr. Fowler said no, but he will verify that for the next meeting.

Chairman Townsend made a motion, seconded by Commissioner Hunt, to advertise a Public Hearing on amendments to the Prince Edward County Subdivision Ordinance to be held Tuesday, December 15, 2015; the motion carried:

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

Mr. Fowler stated one application has been received for a Bed & Breakfast on Dry Bridge Road; this item will be on the December agenda.

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		
	Robert M. Jones		
	Clifford Jack Leatherwood		
	Chris Mason		
	John "Jack" W. Peery, Jr.		
	John Townsend, III		
	Cannon Watson		
Absent:	John Pregelman		

the meeting was adjourned at 7:24 p.m.

Next Meeting: December 15, 2015



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

Meeting Date: December 15, 2015
Item No.: 3
Department: Planning and Community Development
Staff Contact: Rob Fowler
Issue: Proposed Subdivision Amendment

Summary:

After reviewing Section 4 General Regulations of the current Subdivision Ordinance, staff recommends amending Section 4-4 dealing with Improvements to provide:

1. Additional measures to ensure better developments of streets, roads and entrances.
2. To ensure that developers comply with the current Virginia Department of Transportation's (VDOT) secondary street acceptance requirements and pavement guidelines.
3. Address bonding requirements to ensure they are developed and completed as approved by the County.

As briefly discussed during the November 18, 2015 Planning Commission meeting the proposed changes will provide the County and the citizens with better roads and allow VDOT to provide general maintenance and services going forward for new subdivisions.

Motion _____
Second _____
Prengaman _____

Mason _____
Townsend _____
Jenkins _____

Hunt _____
Gilliam _____
Leatherwood _____

Jones _____
Watson _____
Peery _____

4-4. Improvements and Bonding. ~~All required improvements shall be installed by the department of transportation for streets, curbs, etc. or by local ordinances and codes, such specifications shall be followed.~~

Prior to final plat approval, after all other required approvals are obtained, including from VDOT, all improvements shown on the approved construction plans shall be completed to the satisfaction of the administrator at the expense of the subdivider. In lieu of actual completion of the required improvements, the subdivider may record a plat by furnishing the administrator surety in the form approved by the county attorney consisting of a certified check, cash escrow, a surety bond, or a bank's letter of credit. The amount of the surety shall be sufficient to cover the costs and guarantee the installation and completion of all required improvements. The surety amount provided by the engineers estimate shall be approved by the administrator based upon unit prices for new construction in the county. The surety may also include a reasonable allowance for estimated administrative cost, inflation and potential damage to existing streets or utilities, which shall not exceed 25 percent of the estimated construction cost. If the subdivider proceeds by this option, the subdivider shall install and complete the required improvements to the satisfaction of the administrator, subject to the following conditions:

1. No more than 60 percent of the building permits in any recorded section of a subdivision shall be issued until the first layer of asphalt concrete on all streets in that section has been completed.
2. Except as provided in subparagraph (3) below, no more than 90 percent of the building permits in any section of a subdivision shall be issued until the streets have been constructed to state standards and accepted into the state system.
3. An extension may be approved by the County Administrator to conditions one and three. The subdivider requesting an extension may appeal the County Administrator's decision to the Board of Supervisors which shall render a decision upon the appeal within two months after the date of the Board's first hearing on the matter unless the subdivider consents to action beyond such time or withdraws his appeal.
4. Upon written request by the subdivider, the administrator may approve surety reductions in a cumulative amount of not more than 90 percent of the total cost of satisfactorily completed improvements and may approve further surety reductions, as appropriate, based upon the percentage of satisfactorily completed improvements. Surety reductions may not occur before the completion of at least 30 percent of the improvements.

Upon final completion and acceptance of said improvements in residential or residential townhouse subdivisions with streets, the release of any remaining surety shall be subject to the requirements of Section 4-4. For the purpose of final release, the term "acceptance" shall be defined as the date the board of supervisors meeting at which the board adopts the resolution requesting the street acceptance into the VDOT state system for street maintenance.

4-4-4.1 Construction Requirements

All subdivision streets or roads shall also be constructed in accordance with the current Virginia Department of Transportation's (VDOT) secondary street acceptance requirements and the pavement

design guide and any other VDOT requirements that apply to secondary streets.

Such standards and guidelines address, among other things, the location, number, spacing and design of entrances, median openings, turn lanes, street intersections, traffic signal, and interchanges. When the state regulations and this ordinance are in conflict, the more stringent of the two shall apply.

Street or road construction shall commence no later than the time of issuance of the first building permit for a lot located on such streets or roads. Within twelve (12) months of issuance date the street or road shall be built to a minimum of an all weather surface. Additional construction requirements can be found in section 4-4 above. Construction of the street or road shall be inclusive of its entire length from point of connection with an existing VDOT street or road. Interior streets or roads adjoining the first street or road shall meet the same criteria.

If the deadlines required by this section are not met, the Administrator shall be authorized to (i) deny or suspend the final approval of any building permits for lots in the subdivision applied for by the subdivider and initiate such actions as may be appropriate to use the financial guarantee provided under Section 4 to complete such streets or roads in accordance with VDOT standards, until such time as the subdivider is in compliance with this section.