



**PRINCE EDWARD COUNTY
PLANNING COMMISSION**

June 20, 2023

A G E N D A

The Prince Edward County Planning Commission strongly encourages citizens to participate in public meetings through in-person participation, written comments and/or remote participation by calling: **1-844-890-7777, Access Code: 390313** (*If busy, please call again.*) Additionally, citizens may view the Planning Commission meeting live in its entirety at the County’s YouTube Channel, the link to which is provided on the County’s website.

Public Hearing comments for Planning Commission meetings are subject to the “Citizen Guide for Providing Input During Public Participation and Public Hearings for Prince Edward County Government Meetings” revised October 12, 2022.

- 7:00 p.m.**
1. Call to Order: John Prengaman, Chairman
 2. Quorum
 3. Pledge of Allegiance
 4. Approve Minutes 3
 5. **Public Hearing** – Mark Smith DBA Sandy River Distillery SUP –
Restaurant/Brewpub and Mobile Food Establishment 11
 6. **Public Hearing** – James Robert Napier SUP – Truck Yard Towing & Recovery Lot 27
 7. **Public Hearing** – James Robert Napier SUP – Two (2) Illuminated Signs 41
 8. Review of Supervisors Actions
 9. Old Business – Update on Comprehensive Plan Contract 53
 10. New Business
 11. Adjournment

Next Meeting: Tuesday, July 18, 2023 at 7:00 p.m.

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**Planning Commission
Agenda Summary**

Meeting Date: June 20, 2023
Item No.: 4
Department: Planning and Community Development
Staff Contact: Robert Love
Issue: Approval of Minutes

Summary:
For approval.

Attachments:
April 20, 2023 Draft Planning Commission meeting minutes.

Motion _____	Gilliam _____	Paige _____	Sandlin _____
Second _____	Hunt _____	Peery _____	Weiss _____
Fuller _____	Leatherwood _____	Pregaman _____	Womack _____



**Prince Edward County Planning Commission
Meeting Minutes
April 20, 2023
7:00 pm**

Members Present: Brad Fuller Llew W. Gilliam, Jr.
Preston L. Hunt Clifford Jack Leatherwood
Whitfield M. Paige John "Jack" W. Peery, Jr.
Teresa Sandlin Henry Womack
Absent: John Prengaman Rhett Weiss
Staff Present: Robert Love, Planning/Zoning Director

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Vice Chairman Peery called the March 21, 2023 meeting to order at 7:00 p.m., established there was a quorum, and led the Pledge of Allegiance.

In Re: Approval of Minutes

Commissioner Womack made a motion, seconded by Commissioner Hunt, to approve the meeting minutes from March 21, 2023 as presented; the motion carried:

Aye: Brad Fuller Nay: (None)
Llew W. Gilliam, Jr.
Preston Hunt
Clifford Jack Leatherwood
Whitfield M. Paige
John "Jack" W. Peery, Jr.
Teresa Sandlin
Henry Womack
Absent: John Prengaman
Rhett Weiss

In Re: Public Hearing – Special Use Permit, Norvell Signs

Vice Chairman Peery announced this was the date and time scheduled to receive citizen input prior to considering a request from Norvell Signs for a Special Use Permit on behalf of Prince Edward County Public Schools to replace

three existing signs at the Prince Edward County Elementary, Middle, and High Schools with electronic signs on Tax Map Parcels 051-8-2 and 051-A-37 on Zion Hill Road, Farmville, Virginia. Notice of this hearing was advertised according to law in the Wednesday, April 5, 2023 and Wednesday, April 12, 2023 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Love stated the County has received an application for a Special Use Permit from Norvell Signs on behalf of Prince Edward County Public Schools to replace three existing signs at the Prince Edward County Elementary, Middle, and High Schools with electronic signs on Tax Map Parcels 051-8-2 and 051-A-37 on Zion Hill Road, Farmville, VA. These parcels are zoned A-2, Agricultural Residential and electronic signs require approval of a Special Use Permit.

The purpose of the Special Use is to allow for the installation of three electronic signs to replace the existing signs, one at each school facility. The Elementary School site is within the Highway Corridor Overlay District with a provision for signage not exceeding 30 square feet on each face. The Middle School and High School are outside of the HCO but are subject to A-2 Zoning District sign standards. For consistency in design, each sign is of similar construction, with a sign face of 28 square feet and an overall height of 7'-0." The proposed signs meet both the Highway Corridor Overlay (HCO) District and the A-2 District requirements.

Dwayne Norvell, Norvell Signs, stated they will meet all standards and conditions.

Vice Chairman Peery opened the public hearing.

Commissioner Gilliam asked if the remodeling that will be done at the Elementary School will have any effect on this sign and its placement.

Mr. Norvell stated these signs are on a bolt-installation system; he said they can be unbolted from the concrete pad and are able to be easily moved.

Commissioner Fuller asked if there is anything in the County Code that would restrict the illumination of the sign. Mr. Love stated that the Conditions state that any sign lighting shall be designed and installed to minimize glare onto adjoining properties or any public access road. He said the lumens would have to be adjusted.

Mr. Norvell said the signs are programmable to set dimming; he added there is a photocell in them that would automatically dim the light when it is very dark and gets brighter in the daylight.

Commissioner Gilliam stated there was an issue with a fire department's sign that scared an Amish people's horse and they had to calm the horse.

Commissioner Womack added the Amish people's horses have issues with flashing lights.

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

Vice Chairman Peery asked the Commissioners to review the potential conditions.

Commissioner Fuller made a motion, seconded by Commissioner Paige, to recommend to the Board of Supervisors approval of the Special Use Permit request by Norvell Signs to replace the existing signs at the Prince Edward County Elementary, Middle, and High Schools with electronic signs with the following conditions; the motion carried:

Aye: Brad Fuller
 Llew W. Gilliam, Jr.
 Preston Hunt
 Clifford Jack Leatherwood
 Whitfield M. Paige
 John “Jack” W. Peery, Jr.
 Teresa Sandlin
 Henry Womack

Nay: (None)

Absent: John Prengaman
 Rhett Weiss

**Special Use Permit – Norvell Signs
 Tax Parcel Map #: 05-8-2 and 051-A-37
 POTENTIAL CONDITIONS**

SITE PLAN

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 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 3/16/2023 are hereby made part of these development conditions.
2. Final sign permit zoning and building permit applications for the three (3) electronic signs shall be submitted to the Planning and Community Development office for final review and approval pursuant to Appendix B of the Prince Edward County Code (Zoning) and Chapter 18 of the Prince Edward County Code (Buildings and Building Regulations).

GENERAL

3. All landscaping around signs 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.
4. No sign shall be may be located within VDOT right-of-way or impede sight distance.
5. Site signage shall be limited to Freestanding type, as specified in Appendix B – Zoning, 2.1300.5(H)(3).
6. Sign installation shall be in conformance with all applicable provisions of federal, state, and local statues and regulations.
7. Any sign lighting shall be designed and installed so as to minimize glare onto adjoining properties or any public access road.
8. 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.

9. 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.

In Re: Review of Supervisors Actions

Mr. Love reported the Special Use Permit application for Elam Road Solar LLC was approved with the recommended conditions, as was the Siting Agreement.

Mr. Love said the Special Use Permit request from Mr. Boehmer was approved with conditions; he said the Board did allow Mr. Boehmer to begin work at 6:00 a.m.

Mr. Love stated the Zoning Ordinance has been tabled for further review; concerns were raised on the language pertaining to kennels and "scrap and salvage." Discussion followed regarding further concerns on restrictions.

Old Business

Mr. Love stated that, by law, the Prince Edward County Planning Commission is charged with the responsibility of preparing and recommending a comprehensive plan to the Prince Edward County Board of Supervisors for adoption. Section 15.2-2223 of the Code of Virginia requires that, "The local planning commission shall prepare and recommend a comprehensive plan for the physical development of the territory within its jurisdiction and every governing body shall adopt a comprehensive plan for the territory under its jurisdiction. In the preparation of a comprehensive plan, the commission shall make careful and comprehensive surveys and studies of the existing conditions and trends of growth, and of the probable future requirements of its territory and inhabitants. The comprehensive plan shall be made with the purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the territory which will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity and general welfare of the inhabitants, including the elderly and persons with disabilities."

The Code also states that, "The comprehensive plan shall be general in nature, in that it shall designate the general or approximate location, character, and extent of each feature, including any road improvement and any transportation improvement, shown on the plan and shall indicate where existing lands or facilities are proposed to be extended, widened, removed, relocated, vacated, narrowed, abandoned, or changed in use as the case may be."

Prince Edward County originally adopted its first comprehensive plan in 1997. The current plan was adopted by the Board of Supervisors on October 11, 2005. Section 15.2-2230 of the Code requires that the Comprehensive Plan be reviewed by the local planning commission to determine whether it is advisable to amend the plan. The County is woefully behind schedule which has been exacerbated by the COVID-19 Pandemic.

Previous Comprehensive efforts have been completed with the assistance of the staff with the Commonwealth Regional Council (CRC). The CRC is currently working on plan updates for Cumberland, Lunenburg, and Charlotte. While the CRC has done a good job in the past, due to the anticipated growth in the community and the potential solar impacts, we have looked at outside consultants with that specific experience including Summit Engineering (Town of Smithfield, Town of Front Royal, Town of Cape Charles) and The Berkley Group (Richmond County and the Town of Farmville).

The review team (Mr. Doug Stanley, Mrs. Sarah Puckett, Mr. Robert Love) was particularly impressed with the graphics and plan exemplar provided by Berkley. While we have never used Berkley as a consultant, they come highly recommended by the localities (including Farmville) that we contacted. Their knowledge of Farmville should also prove to be a tremendous benefit.

We have received a proposal from The Berkley Group for the project. As proposed, the project would start in October 2023 and be completed in June 2025. The Berkley Group can be procured by riding a cooperative contract with the City of Lexington.

As proposed, the project would include:

- ▶ Kickoff Work Session/County Tour
- ▶ Branding & Promotions
- ▶ Survey
- ▶ Public Input Workshop
- ▶ Stakeholder Listening Sessions
- ▶ Existing Conditions / Baseline Analysis
- ▶ Work Sessions
- ▶ Drafting
- ▶ Mapping
- ▶ Comments & Revisions
- ▶ Open House/Public Review
- ▶ Final Revisions
- ▶ Public Hearings

The County has been planning for this project since 2021. We have the following funding set aside for the project:

\$50,000 included in the FY 2022-2023 budget

\$50,000 included in the FY 2023-2024 draft budget

\$50,000 estimated that will be included in the FY 2024-2025 budget OR Solar Siting agreement funding if one of our solar projects moves forward to construction by that point in time.

\$150,000 Total

Based on the Scope of Work dated March 9, 2023, the cost will be \$148,959.20.

Commissioner Fuller asked if the Comprehensive Plan is under the Planning Commission. Mr. Love said the Planning Commission creates the document and the draft is presented to the Board of Supervisors; there will be several meetings and likely a joint meeting with the Board of Supervisors. There will then be a public hearing.

Commissioner Gilliam asked if the Comp Plan is to be updated every five years; Mr. Love said it is, and would be but for COVID. Some discussion followed.

Mr. Love added that The Berkley Group is in the forefront on solar applications, ordinances, and such.

Commissioner Womack asked if the Berkley Group would provide suggestions and recommendations, if selected. Mr. Love said they would; he said public surveys will be sent out and public input workshops and open houses will be held to gather public input. He said the many community partners will also provide input.

Commissioner Fuller asked if any other consultants or proposals were reviewed. Mr. Love said two were considered.

Commissioner Fuller made a motion, seconded by Commissioner Paige, to recommend to the Board of Supervisors approval of a contract with The Berkley Group as outlined in the proposal dated March 9, 2023; the motion carried:

Aye: Brad Fuller
Llew W. Gilliam, Jr.
Preston Hunt
Clifford Jack Leatherwood
Whitfield M. Paige
John "Jack" W. Peery, Jr.
Teresa Sandlin
Henry Womack
Absent: John Prengaman
Rhett Weiss
Nay: (None)

New Business
(None.)

Commissioner Sandlin said there has been a rumor circulating that Wawa was backing out. Mr. Love said that is not true, and that they have filed their construction plans which are in first review, and they are editing the Stormwater and Erosion-Sediment Control sheets currently. He said the project is moving forward.

Commissioner Gilliam said the Board approved the shed manufacturing business at the old pet store location. He said that Mr. Boehmer said he will keep the delivery trucks to specific hours. He then said Mr. Byler's hours were regulated, in his wood processing business, to specific hours [of operation], and asked if the Planning Commission needs to set a standard set of rules for all potential businesses.

Mr. Love stated he used the same template in the conditions recommended; he said the Board of Supervisors modified the time limits. He added that truck deliveries were limited to fewer hours. Discussion followed regarding hours of operation and changing the terminology regarding "Quiet Hours."

Commissioner Womack reported two solar farms in Appomattox area are being reviewed by the DEQ because they do not have enough storm drainage or sod to cover. He asked if that is the Planning Commission's responsibility or the DEQ. Mr. Love said sites of 5MW and under have the option to come to us as we are the Virginia Stormwater Management Board; on a large site, they must go to the State DEQ. Discussion followed.

Commissioner Leatherwood inquired on the status of the meat processing plant. Mr. Love said they have the final revisions and are anticipating they will get the building permit soon. He said it has taken time but it is moving forward; they have all design plans and architectural plans.

Chairman Peery declared the meeting adjourned at 7:46 p.m.

Next Meeting: Thursday, May 16, 2023 at 7:00 p.m.

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**Planning Commission
Agenda Summary**

Meeting Date: June 20, 2023
Item No.: 5
Department: Planning and Community Development
Staff Contact: Robert Love
Issue: Public Hearing – Mark Smith DBA Sandy River Distillery SUP

Summary:

The County has received an application for a Special Use Permit from Mark Smith DBA as Sandy River Distillery for a Special Use Permit for a restaurant & brew pub along with provisions for mobile food establishments on Tax Map Parcels 053-A-27C2 and 053-A-27C3 at 147 Monroe Church Road, Farmville, VA. which is zoned A-1, Agricultural Conservation, Attachment (1).

The public hearing notice was published in the June 7, 2023 and June 13, 2023 editions of the Farmville Herald, Attachment (2). The list of adjoining property owners and the sample letter sent to each can be found in Attachments (3) and (4). Attachment (5) is a copy of the tax map page that depicts the tax map parcel of the parcel and surrounding property. The parcel is outlined in blue.

The purpose of the Special Use is to construct a restaurant & brew pub along with a designated area for up to five (5) mobile food establishments. County staff is of the opinion the use is compatible with the zoning district and will have minimal impact on surrounding properties.

Attachments:

- 1. Special Use Permit Application
- 2. Notice of Public Hearing
- 3. List of adjoining property owners
- 4. Sample Letter sent to adjoining property owners
- 5. Tax Parcel Map
- 6. Potential Conditions

Recommendations:

- 1. Conduct the Public Hearing and render a decision concerning the request for the Special Use.

Recommended Motions:

I move that the Planning Commission recommend approval of the Special Use Permit request by Mark Smith DBA as Sandy River Distillery for a Special Use Permit for a restaurant & brew pub along with provisions for mobile food establishments with the following conditions: *(list of conditions)*

Motion _____
Second _____
Fuller _____

Gilliam _____
Hunt _____
Leatherwood _____

Paige _____
Peery _____
Pregaman _____

Sandlin _____
Weiss _____
Womack _____



**Planning Commission
Agenda Summary**

OR

I move that the Planning Commission recommend denial of the Special Use Permit request by Mark Smith DBA as Sandy River Distillery for a Special Use Permit for a restaurant & brew pub along with provisions for mobile food establishments due to the following:

(list reasons)

OR

I move that the Planning Commission table the Special Use Permit request by Mark Smith DBA as Sandy River Distillery for a Special Use Permit for a restaurant & brew pub along with provisions for mobile food establishments for further discussion at a work session.

Motion _____
Second _____
Fuller _____

Gilliam _____
Hunt _____
Leatherwood _____

Paige _____
Peery _____
Prengaman _____

Sandlin _____
Weiss _____
Womack _____

COMMENTS: _____

PERMIT/APPLICATION NO _____
ZONING DISTRICT _____
MAGISTERIAL DISTRICT _____
DATE SUBMITTED _____

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: Mark Smith Sandy River Dist Hwy
Applicant's Address: 1478 Monroe Church Rd Rice VA 23166
Applicant's Telephone Number: 434 392 7275

Present Land Use: agriculture / dist Hwy
Legal Description of Property with Deed Book and Page No. or Instrument No. 53 A 27C.2
Inst. 200702894 53 A 27C.3

Tax Map # _____ Acreage : _____

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

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

Height of Principal Building (s): Feet 25 FT Stories 1

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 5/10/23
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.

[Signature] Date 5/10/23
Signature of Property Owner(s) Date
[Signature] Date 5/10/23
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 R Moore Date 5-16-2023

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



May 15th 2023

To whom it may concern,

We are excited to announce that Sandy River Distillery would like to apply to add a restaurant/brew pub/winery. The restaurant will seat around 30 people, operate seasonally and will be a farm to table style restaurant. We are asking for permission to bring in up to 5 additional food trucks at special events. This additional amenity will improve our guest experience, and hopefully attract more visitors to Prince Edward County. We also feel like this type of venue will appeal to the local community.

Thank you,

Mark Smith

A handwritten signature in black ink, consisting of a stylized 'M' and 'S' followed by a long horizontal line extending to the right.







MAY-16-2023

Date of Application

Permit No.

Prince Edward County Zoning Permit Application

ZONING PERMIT MUST BE ISSUED BEFORE STARTING CONSTRUCTION OR LOCATING ANY STRUCTURE ON THE TRACT OR LOT MADE THE SUBJECT OF THIS APPLICATION

Application is hereby made for a ZONING PERMIT in accordance with the description, use and purposes hereinafter set forth. This application is made subject to all local and State laws and ordinances and which are hereby agreed to by the undersigned and which shall be deemed a condition entering into the exercise of this permit.

The proposed use of the land, buildings and other structures made the subject of this application shall not be commenced until notice of such intention is given the Zoning Administrator and a Certificate of Occupancy issued pursuant thereto is received by you.

Name & Address of Applicant (Phone #)

Name & Address of Owner (Phone #)

MARK SMITH (PRESIDENT) ^{SANDY TAYLOR} _{DISTING}	MARK SMITH
147 MONROE CHURCH RD	185 MONROE CHURCH RD
RICE VA. 23966 434-390-2225	RICE VA 23966 434-390-2225

Is there an existing structure on this lot? Yes ___ No ___

Location of Parcel or Tract NE SW Side of Road No. 640 and 0 Miles From

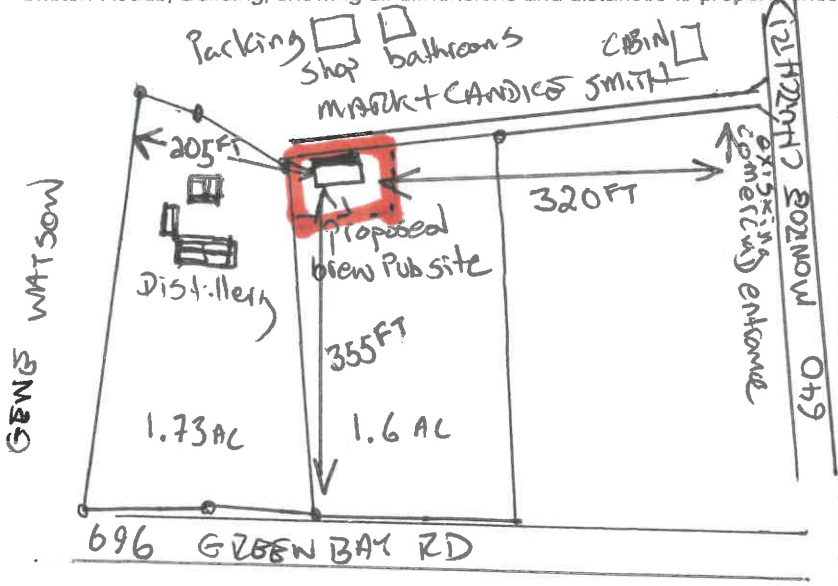
(Nearest Intersection) Road No. 696 Acreage 1

Deed Book _____, Pg _____	Plat Bk _____, Pg _____	Size of Parcel
Or Instrument # _____	Cab _____ Slide _____	3.3 AC

Subdivision _____ Magisterial District _____

Tax Map # _____ District Classification _____

Sketch Roads, Building, showing all dimensions and distances to property lines



Agricultural Conservation District (A1) Zoning Regulations

Minimum Lot Size:

1.5 acres (4 acre maximum density)

Frontage: 200' on public street
50' deeded right-of-way

Setbacks

75' from highway right-of-way on primary roads;
100' from center of road from secondary roads.

Yard Regulations

Side: 35'
Rear: 70'

I hereby certify that I have the authority to make the fore-going application, that the statements made and information given is correct and the construction of any building or location of any structure of the tract or lot which is the subject of this application will conform with the regulations in the Building Code Zoning Ordinance, and private building restrictions, if any, which may be imposed upon the above property by deed.

Signature of Applicant

Date

Date

Zoning Administrator

SANDY RIXER

Outdoor Adventure Resort

www.sandyriveroutdooradventures.com

Info@SandyRiverOutdoorAdventures.com

147 Monroe Church Rd - Rice VA 23966

434-392-7275

Activities

Onsite - 3 hour Tree Top Adventure Park for ages 7 & up

- Single & Tandem Kayak Rentals
- Stand Up Paddleboard Rentals
- Tandem Canoe Rentals

Located at our Bike Shop in Farmville
For use on High Bridge Trail State Park

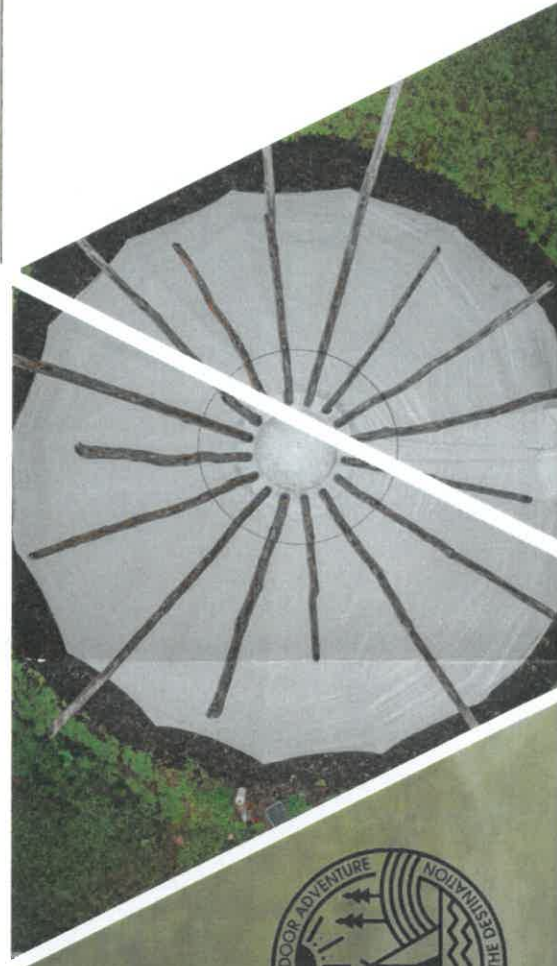
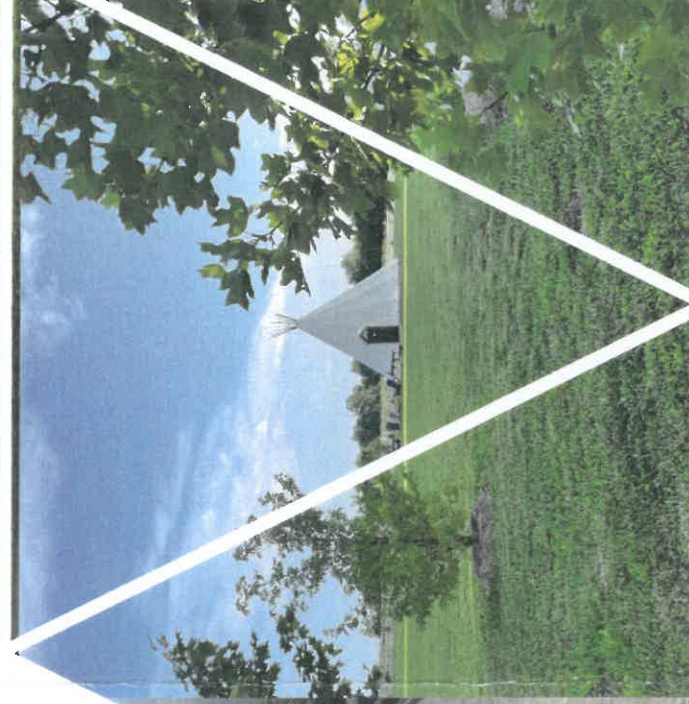
- Trail Cruiser Rentals
- Electric Mountain Bike Rentals
- Mountain Bike Rentals
- Electric Tricycle Rentals
- Fun Cycle Rentals

Tipi Accommodations

- Shining Star - 4 Guests
- Dreamcatcher - 7 Guests
- Moon Dance - 4 Guests
- Thunder Bird - 4 Guests
- Wind Song - 6 Guests
- Sun Dance - 4 Guests

Cabin Accommodations

- Chalet Cabin - 4 Guests
- Deer Run - 6 Guests
- Eagles Nest - 8 Guests
- Meadowview Cottage - 8 Guests



SANDY RIXER

Outdoor Adventure Resort Map



The Journey is the Destination



 **GLAMPING TIPS**
 **LOG CABINS**
 **COTTAGE**
 **PARKING**
 **VENDING**
 **RESTROOM**

Please publish the following public hearing notice in THE FARMVILLE HERALD on Wednesday, June 7, 2023 and Wednesday, June 14, 2023.



NOTICE OF PUBLIC HEARING

The Prince Edward County Planning Commission will hold PUBLIC HEARINGS on Tuesday, June 20, 2023 commencing at 7:00 p.m. in the Board of Supervisors Room, Prince Edward County Courthouse, 111 N. South Street, 3rd Floor, Farmville, Virginia, to receive citizen input prior to considering the following:

1. A request by Mark Smith DBA as Sandy River Distillery for a Special Use Permit for a restaurant & brew pub along with provisions for mobile food establishments on Tax Map Parcels 053-A-27C2 and 053-A-27C3 at 147 Monroe Church Road, Farmville, VA.
2. A request by James Robert Napier to establish a truck yard for a towing and recovery operation consisting of a 200' x 130' fenced area with an office building on Free State Road and a future 200' x 200' overflow lot on Price Gee Road on Tax Map Parcel 115-A-36 at the intersection of State Route 630 (Free State Road & Price Gee Road) with their intersection with US 360.
3. A request by James Robert Napier for two illuminated signs, one on US 360 E at its intersection with State Route 630 (Free State Road) being 40 square foot pole sign with a total height of 15' feet and a 40' square foot pole sign on US 360 W at its intersection with State Route 630 (Price Gee Road) a total height of 8' feet for a towing and recovery operation.

Citizen input for Public Hearings will be received through: (1) in-person participation; (2) remote participation by calling 1-844-890-7777, Access Code # 390313; or (3) by written comments mailed to: Planning Commission, P.O. Box 382, Farmville, VA 23901. Please limit word count to no more than 500 words. Comments must be received by 2:00 p.m. the day of the meeting.; via email to info@co.prince-edward.va.us; or via facsimile at 434-392-6683. Based on the number of speakers, the Chair will determine the time allotted to each. Citizens may also view the monthly Planning Commission meeting live (no public input) at the County's YouTube Channel by using the link on the County website under Meetings & Public Notices.

Additional information regarding the proposed special use permits is available for public review on the County's web site at www.co.prince-edward.va.us or in the Prince Edward County Administrator's Office, 111 N. South Street, 3rd Floor, Farmville, VA. It is the County's intent to comply with the Americans with Disabilities Act. Should you have questions or require special accommodations, please contact the County Administrator's Office at 434-392-8837.

###

PLANNING COMMISSION

John Prengaman
Chairman
Llew W. Gilliam, Jr.
Board Representative
Preston C. Hunt
Brad Fuller
Clifford Jack Leatherwood
Whitfield M. Paige
John "Jack" W. Peery, Jr.
Teresa Sandlin
Rhett L. Weiss
Henry Womack



COUNTY OF PRINCE EDWARD, VIRGINIA

**Director of Planning and
Community Development**

Robert Love
Post Office Box 382
111 N. South Street, 3rd Floor
Farmville, VA 23901
Office: (434) 414-3037
Fax: (434) 392-6683

rlove@co.prince-edward.va.us
www.co.prince-edward.va.us

June 8, 2023

To: Property Owners

From: Robert Love, Director of Planning and Community Development

Subject: Special Use Permit Request – Mark Smith DBA as Sandy River Distillery

The Prince Edward County Planning Commission will hold a public hearing on Tuesday, June 20, 2023 at 7:00 p.m. to receive citizen input on a request by Mark Smith DBA as Sandy River Distillery for a Special Use Permit for a restaurant & brew pub along with provisions for mobile food establishments on Tax Map Parcels 053-A-27C2 and 053-A-27C3 at 147 Monroe Church Road, Farmville, VA. The parcel is zoned A-1, Agricultural Conservation and the proposed use requires approval of a Special Use Permit in this zoning district.

You are receiving this notice because you own land in the vicinity of the property requested to be approved for the special use permit. Following the hearing the Prince Edward County Planning Commission may vote to recommend approval or denial of the request.

Instructions of how to listen or participate in the meeting and public hearing are contained on the reverse side of this letter. If you have any questions or comments, please do not hesitate to contact me at: 434-414-3037 or by email at: rlove@co.prince-edward.va.us

Respectfully,

Robert Love

Director of Planning and Community Development

Mark Smith SUP



June 13, 2023

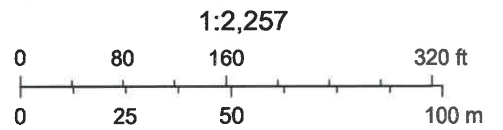
— Road Centerline

▭ County Boundary

■ Address Points

▭ Farmville Boundary

Address Point Labels



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Special Use Permit – Mark Smith DBA Sandy River Distillery
Tax Parcel Map #: 053-A-27C2 & 053-A-27C3
CONDITIONS

SITE PLAN

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 5/16/2023 are hereby made part of these development conditions.
2. Final site plan approval for the Restaurant & Brew Pub shall be submitted to the Prince Edward County Community Development Department for final review and approval pursuant to Appendix B 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.

ENVIRONMENTAL

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 and food preparation shall be approved by the appropriate local, state, or federal agency including but not limited to Virginia Department of Health, Virginia Departments of Environmental Quality, Environmental Protection Agency, etc.
8. Any development activities of a structural or land disturbing nature not specifically addressed by these Conditions shall be in conformance with applicable provisions of federal, state, and local statues and regulations.

TRANSPORTATION

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 and shall be paved with concrete, asphalt, or durable pervious paving material.
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.

GENERAL

12. 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.
13. Outdoor storage of trash containers shall be situated at the rear of buildings and shall be appropriately screened.
14. The Permittee is responsible for the appearance of the site including litter pick-up and other orderly site appearance.
15. 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.
16. 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.



**Planning Commission
Agenda Summary**

Meeting Date: June 20, 2023
Item No.: 6
Department: Planning and Community Development
Staff Contact: Robert Love
Issue: Public Hearing – James Robert Napier – Truck Yard for Towing & Recovery

Summary:

The County has received an application for a Special Use Permit from James Robert Napier to establish a truck yard for a towing and recovery operation on Tax Map Parcel 115-A-36 at the intersection of State Route 630 (Free State Road & Price Gee Road) State Route 630 with their intersection with US 360, which is zoned A-1, Agricultural Conservation, Attachment (1).

The public hearing notice was published in the June 7, 2023 and June 13, 2023 editions of the Farmville Herald, Attachment (2). The list of adjoining property owners and the sample letter sent to each can be found in Attachments (3) and (4). Attachment (5) is a copy of the tax map page that depicts the tax map parcel of the parcel and surrounding property. The parcel is outlined in blue.

The purpose of the Special Use is to construct a 200’ x 130’ fenced area with an office building on Free State Road and a future 200’ x 200’ overflow lot on Price Gee Road for the purpose of temporary vehicle storage. The vehicles will be brought and stored onsite as needed. Any security lighting shall be installed and properly angled to avoid light spillage onto adjoining properties.

County staff is of the opinion the use is compatible with the zoning district and will have minimal impact on surrounding properties.

Attachments:

- 1. Special Use Permit Application
- 2. Notice of Public Hearing
- 3. List of adjoining property owners
- 4. Sample Letter sent to adjoining property owners
- 5. Tax Parcel Map
- 6. Potential Conditions

Recommendations:

- 1. Conduct the Public Hearing and render a decision concerning the request for the Special Use.

Motion _____
Second _____
Fuller _____

Gilliam _____
Hunt _____
Leatherwood _____

Paige _____
Peery _____
Prengaman _____

Sandlin _____
Weiss _____
Womack _____



**Planning Commission
Agenda Summary**

Recommended Motions:

I move that the Planning Commission recommend approval of the Special Use Permit request by James Robert Napier to establish a truck yard for a towing and recovery operation with the following conditions:
(list of conditions)

OR

I move that the Planning Commission recommend denial of the Special Use Permit request by James Robert Napier to establish a truck yard for a towing and recovery operation due to the following:
(list reasons)

OR

I move that the Planning Commission table the Special Use Permit request by James Robert Napier to establish a truck yard for a towing and recovery operation for further discussion at a work session.

Motion _____
Second _____
Fuller _____

Gilliam _____
Hunt _____
Leatherwood _____

Paige _____
Peery _____
Prengaman _____

Sandlin _____
Weiss _____
Womack _____

[Handwritten Signature]

Signature of Property Owner(s)

Date 05/08/2023

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 *Rmlou* Date 5/17/2023

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

Truck Lot SPECIAL USE PERMIT

Place entrance off of Free State Road.

Build a 6 foot metal solid panel fence around the property staying approximately 25 feet off of the rear of the property to allow Vdot enough room to maintain a highway pipe,

The Fenced Area will be 200 by 130. The fence would be metal panels.

Place lighting in the fenced area for security of the Property.

build an office building up 40 by 20 to meet all zoning and setbacks.

Build a illuminated pole sign up 40 square feet in compliance with the county regulations.

Build a building in the Future to meet all setbacks and be in compliance up to a 40 by 60.

Across Highway 360 on the Price Gee drive side of my property

Place an entrance off Price Gee drive.

Build a illuminated pole sign up to 40 Square feet.

Future Build an overflow lot on the rear of property up to a 200 x 200.

The reason for the future overflow lot is in case the business grows.

Our office hours would be Monday – Friday.

Our towing is offering 24 hours a day.

I met with Darrell Edwards from Vdot in February and he approve both Entrance.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
4515 CAMPBELL AVENUE
LYNCHBURG, VIRGINIA 24501-4600

Stephen C Brich P E
COMMISSIONER

DATE ISSUED: 5-15-23

APPLICANT

James Napier
NAME

2265 Westpoint Stevens Rd.
ADDRESS

Drakes Branch VA 23937
CITY STATE ZIP CODE

(434) 547-5511
PHONE NUMBER

LOCATION 630 073- Prince Edward
ROUTE COUNTY

A Low Volume Commercial Entrance exists leading to the above noted property. The Low Volume Commercial Entrance has been previously permitted and/or is constructed to standard.

WITNESS the following signatures and seals:

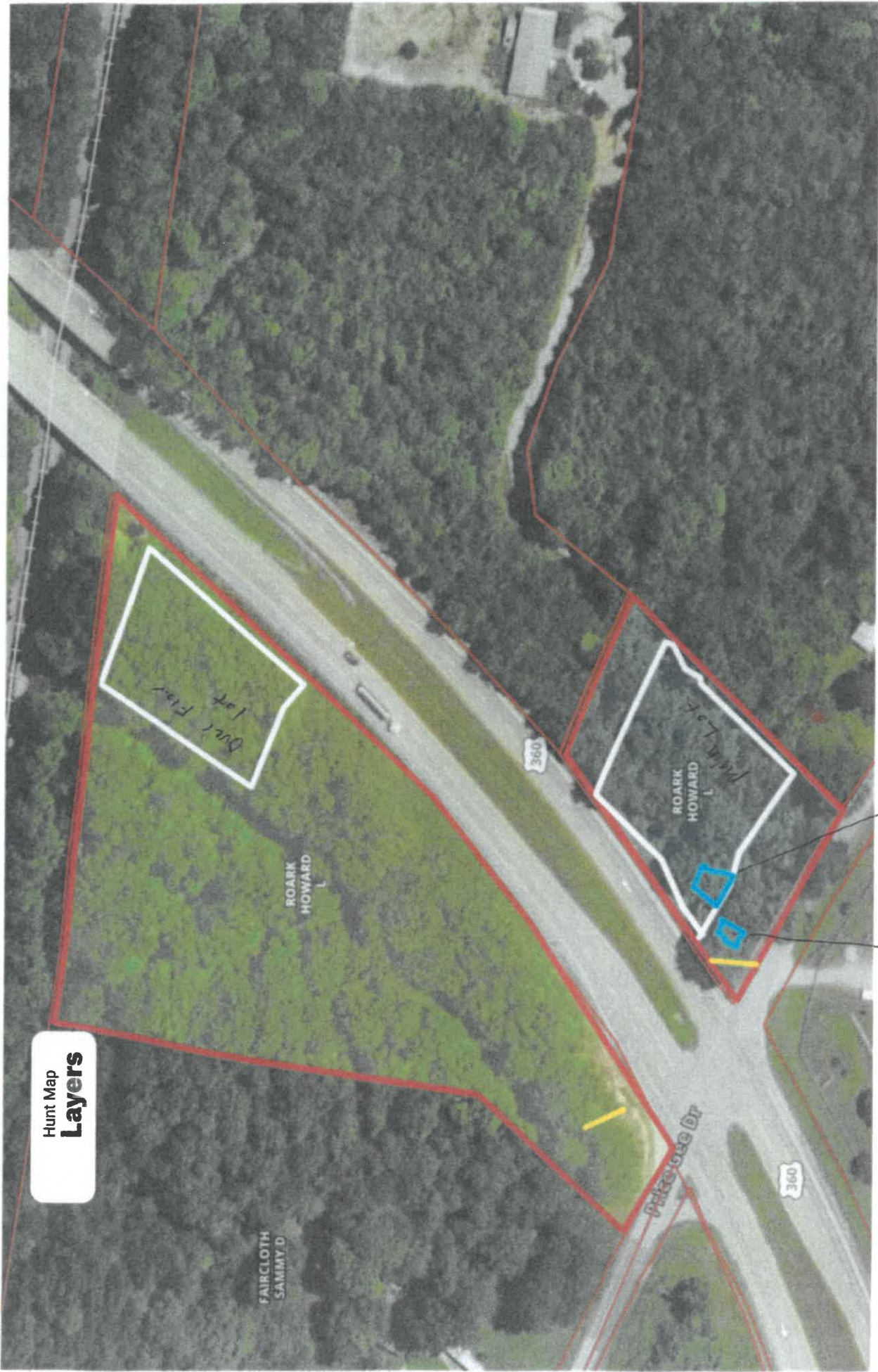
Owner Signed _____ (Seal)

VDOT Representative [Signature] (Seal)

Agent for County _____ Date _____

Note: This may be presented to the County only once and expires sixty (60) days after the date issued.

REV: 2/16/2018



Hunt Map
Layers

- Yellow Sign location
- Blue building location
- White Fence Area
- Office
- Future Building

Please publish the following public hearing notice in THE FARMVILLE HERALD on Wednesday, June 7, 2023 and Wednesday, June 14, 2023.



NOTICE OF PUBLIC HEARING

The Prince Edward County Planning Commission will hold PUBLIC HEARINGS on Tuesday, June 20, 2023 commencing at 7:00 p.m. in the Board of Supervisors Room, Prince Edward County Courthouse, 111 N. South Street, 3rd Floor, Farmville, Virginia, to receive citizen input prior to considering the following:

1. A request by Mark Smith DBA as Sandy River Distillery for a Special Use Permit for a restaurant & brew pub along with provisions for mobile food establishments on Tax Map Parcels 053-A-27C2 and 053-A-27C3 at 147 Monroe Church Road, Farmville, VA.
2. A request by James Robert Napier to establish a truck yard for a towing and recovery operation consisting of a 200' x 130' fenced area with an office building on Free State Road and a future 200' x 200' overflow lot on Price Gee Road on Tax Map Parcel 115-A-36 at the intersection of State Route 630 (Free State Road & Price Gee Road) with their intersection with US 360.
3. A request by James Robert Napier for two illuminated signs, one on US 360 E at its intersection with State Route 630 (Free State Road) being 40 square foot pole sign with a total height of 15' feet and a 40' square foot pole sign on US 360 W at its intersection with State Route 630 (Price Gee Road) a total height of 8' feet for a towing and recovery operation.

Citizen input for Public Hearings will be received through: (1) in-person participation; (2) remote participation by calling 1-844-890-7777, Access Code # 390313; or (3) by written comments mailed to: Planning Commission, P.O. Box 382, Farmville, VA 23901. Please limit word count to no more than 500 words. Comments must be received by 2:00 p.m. the day of the meeting.; via email to info@co.prince-edward.va.us; or via facsimile at 434-392-6683. Based on the number of speakers, the Chair will determine the time allotted to each. Citizens may also view the monthly Planning Commission meeting live (no public input) at the County's YouTube Channel by using the link on the County website under Meetings & Public Notices.

Additional information regarding the proposed special use permits is available for public review on the County's web site at www.co.prince-edward.va.us or in the Prince Edward County Administrator's Office, 111 N. South Street, 3rd Floor, Farmville, VA. It is the County's intent to comply with the Americans with Disabilities Act. Should you have questions or require special accommodations, please contact the County Administrator's Office at 434-392-8837.

###

PLANNING COMMISSION

John Prengaman
Chairman
Llew W. Gilliam, Jr.
Board Representative
Preston C. Hunt
Brad Fuller
Clifford Jack Leatherwood
Whitfield M. Paige
John "Jack" W. Peery, Jr.
Teresa Sandlin
Rhett L. Weiss
Henry Womack



COUNTY OF PRINCE EDWARD, VIRGINIA

**Director of Planning and
Community Development**

Robert Love
Post Office Box 382
111 N. South Street, 3rd Floor
Farmville, VA 23901
Office: (434) 414-3037
Fax: (434) 392-6683
rlove@co.prince-edward.va.us
www.co.prince-edward.va.us

June 8, 2023

To: Property Owners

From: Robert Love, Director of Planning and Community Development

Subject: Special Use Permit Request – James Napier

The Prince Edward County Planning Commission will hold a public hearing on Tuesday, June 20, 2023 at 7:00 p.m. to receive citizen input on a request by James Robert Napier to establish a truck yard for a towing and recovery operation consisting of a 200' x 130' fenced area with an office building on Free State Road and a future 200' x 200' overflow lot on Price Gee Road on Tax Map Parcel 115-A-36 at the intersection of State Route 630 (Free State Road & Price Gee Road) with their intersection with US 360. The parcel is zoned A-1, Agricultural Conservation and the proposed use requires approval of a Special Use Permit in this zoning district.

You are receiving this notice because you own land in the vicinity of the property requested to be approved for the special use permit. Following the hearing the Prince Edward County Planning Commission may vote to recommend approval or denial of the request.

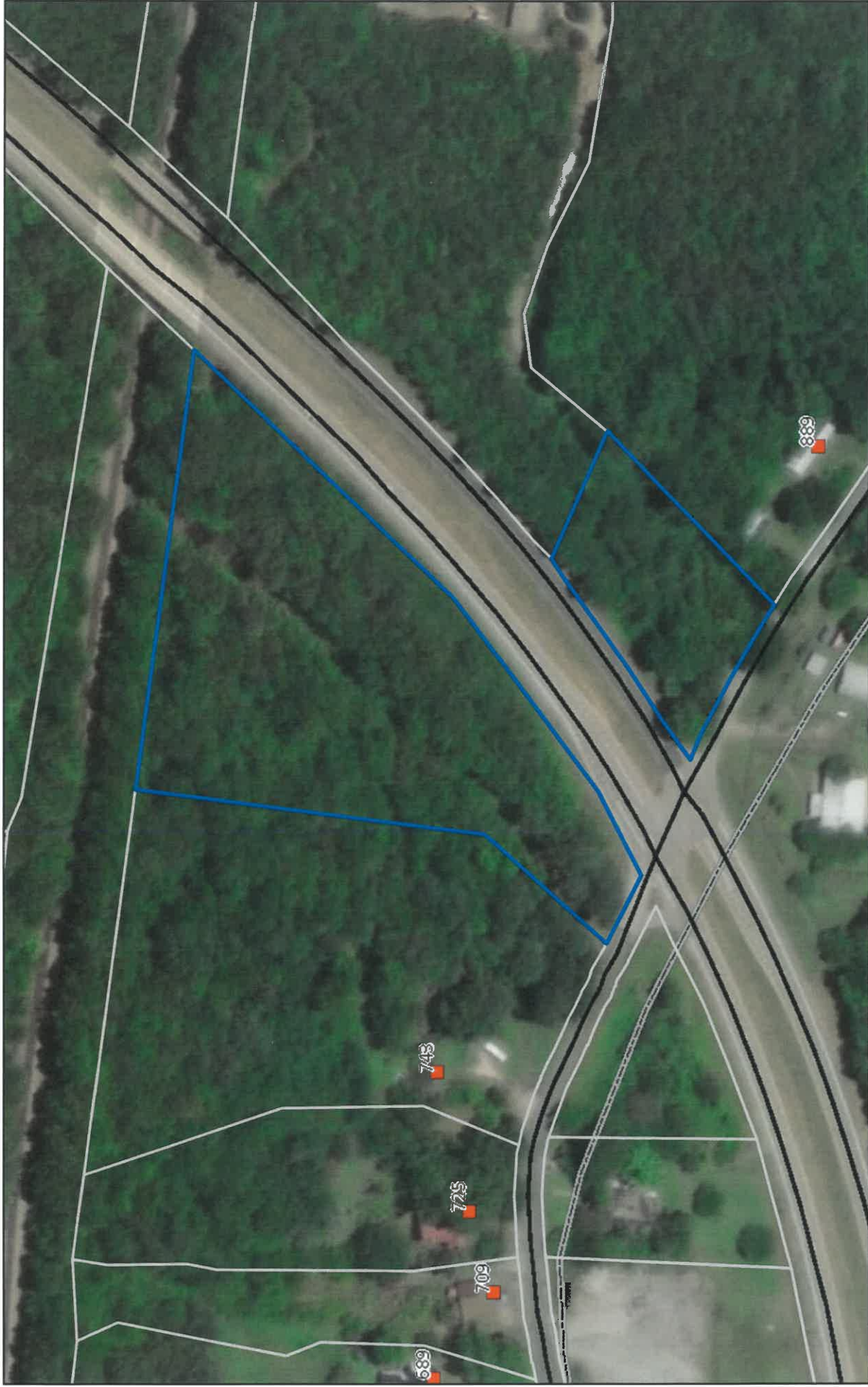
Instructions of how to listen or participate in the meeting and public hearing are contained on the reverse side of this letter. If you have any questions or comments, please do not hesitate to contact me at: 434-414-3037 or by email at: rlove@co.prince-edward.va.us

Respectfully,

Robert Love

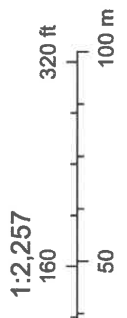
Director of Planning and Community Development

James Robert Napier SUP



June 13, 2023

- Road Centerline
- Address Points
- ▭ Address Point Labels
- ▭ Farmville Boundary
- ▭ County Boundary



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Special Use Permit – James Robert Napier
Tax Parcel Map #: 115-A-36
CONDITIONS

SITE PLAN

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 5/8/2023 are hereby made part of these development conditions.
2. Final site plan approval for the Truck Yard Towing and Recovery Lot shall be submitted to the Prince Edward County Community Development Department for final review and approval pursuant to Appendix B 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.

ENVIRONMENTAL

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 appropriate local, state, or federal agency including but not limited to Virginia Department of Health, Virginia Departments of Environmental Quality, Environmental Protection Agency, etc.
8. Any development activities of a structural or land disturbing nature not specifically addressed by these Conditions shall be in conformance with applicable provisions of federal, state, and local statues and regulations.

TRANSPORTATION

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 and shall be paved with concrete, asphalt, or durable pervious paving material.
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.

GENERAL

12. Office Hours of operation shall be limited to Monday thru Friday 6 a.m. to 6 p.m. Towing operation may be conducted 24 hrs a day/7 days a week.
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. Storage of vehicles and trash containers shall be screened per Prince Edward Zoning Ordinance, Section 4-200.15.
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.

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**Planning Commission
Agenda Summary**

Meeting Date: June 20, 2023
Item No.: 7
Department: Planning and Community Development
Staff Contact: Robert Love
Issue: Public Hearing – James Robert Napier – Two Illuminated Signs SUP

Summary:

The County has received an application for a Special Use Permit from James Robert Napier for two illuminated signs, one pole sign on US 360 E at its intersection with State Route 630 (Free State Road) and one pole sign on US 360 W at its intersection with State Route 630 (Price Gee Road), on Tax Map Parcel 115-A-36, which is zoned A-1, Agricultural Conservation, Attachment (1).

The public hearing notice was published in the June 7, 2023 and June 13, 2023 editions of the Farmville Herald, Attachment (2). The list of adjoining property owners and the sample letter sent to each can be found in Attachments (3) and (4). Attachment (5) is a copy of the tax map page that depicts the tax map parcel of the parcel and surrounding property. The parcel is outlined in blue.

The purpose of the Special Use is to construct a 40 square foot pole sign with a total height of 15 feet on US 360 E at its intersection with State Route 630 (Free State Road) and a 40’ square foot pole sign on US 360 W at its intersection with State Route 630 (Price Gee Road) a total height of 8 feet. Sign lighting shall be installed and properly angled to avoid light spillage onto adjoining properties or the roadways.

County staff is of the opinion the use is compatible with the zoning district and will have minimal impact on surrounding properties.

Attachments:

- 1. Special Use Permit Application
- 2. Notice of Public Hearing
- 3. List of adjoining property owners
- 4. Sample Letter sent to adjoining property owners
- 5. Tax Parcel Map
- 6. Potential Conditions

Recommendations:

- 1. Conduct the Public Hearing and render a decision concerning the request for the Special Use.

Motion _____
Second _____
Fuller _____

Gilliam _____
Hunt _____
Leatherwood _____

Paige _____
Peery _____
Prengaman _____

Sandlin _____
Weiss _____
Womack _____



**Planning Commission
Agenda Summary**

Recommended Motions:

I move that the Planning Commission recommend approval of the Special Use Permit request by James Robert Napier for the instillation of two illuminated pole signs with the following conditions: *(list of conditions)*

OR

I move that the Planning Commission recommend denial of the Special Use Permit request by James Robert Napier for the instillation of two illuminated pole signs due to the following: *(list reasons)*

OR

I move that the Planning Commission table the Special Use Permit request by James Robert Napier for the instillation of two illuminated pole signs for further discussion at a work session.

Motion _____
Second _____
Fuller _____

Gilliam _____
Hunt _____
Leatherwood _____

Paige _____
Peery _____
Prengaman _____

Sandlin _____
Weiss _____
Womack _____

COMMENTS:

PERMIT/APPLICATION NO
ZONING DISTRICT
MAGISTERIAL DISTRICT
DATE SUBMITTED

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: James Robert Napier
Applicant's Address: 2265 Westpoint stevens Rd Drakes Branch VA 23937
Applicant's Telephone Number: (434) 547-5511
Present Land Use: Trees and OverGrowth

Legal Description of Property with Deed Book and Page No. or Instrument No. See Attachment

Tax Map # 115-A-36 Acreage : 5.240

Narrative statement evaluating effects on adjoining properties (noise, odor, dust, fumes, etc.): (Attach additional sheet if necessary.) no effects to Adjoining properties


Statement of general compatibility with adjacent and other properties in the zoning district. (Attach additional sheet if necessary.) will look like the other Business in the area. Will not effect any adjacent properties.

_____ Stories 1

Height of Principal Building (s): Feet 12 40 Square feet Illuminated sign.

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)

05/08/2023
Date

PROPERTY OWNER(S) STATEMENT:
I hereby certiv that I/We own the above descri~~ed~~⁴³ property. that the information given is complete and

J.R.

Signature of Property Owner(s)

Date *05/08/2023*

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 *R. Love* Date *5/17/2023*

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

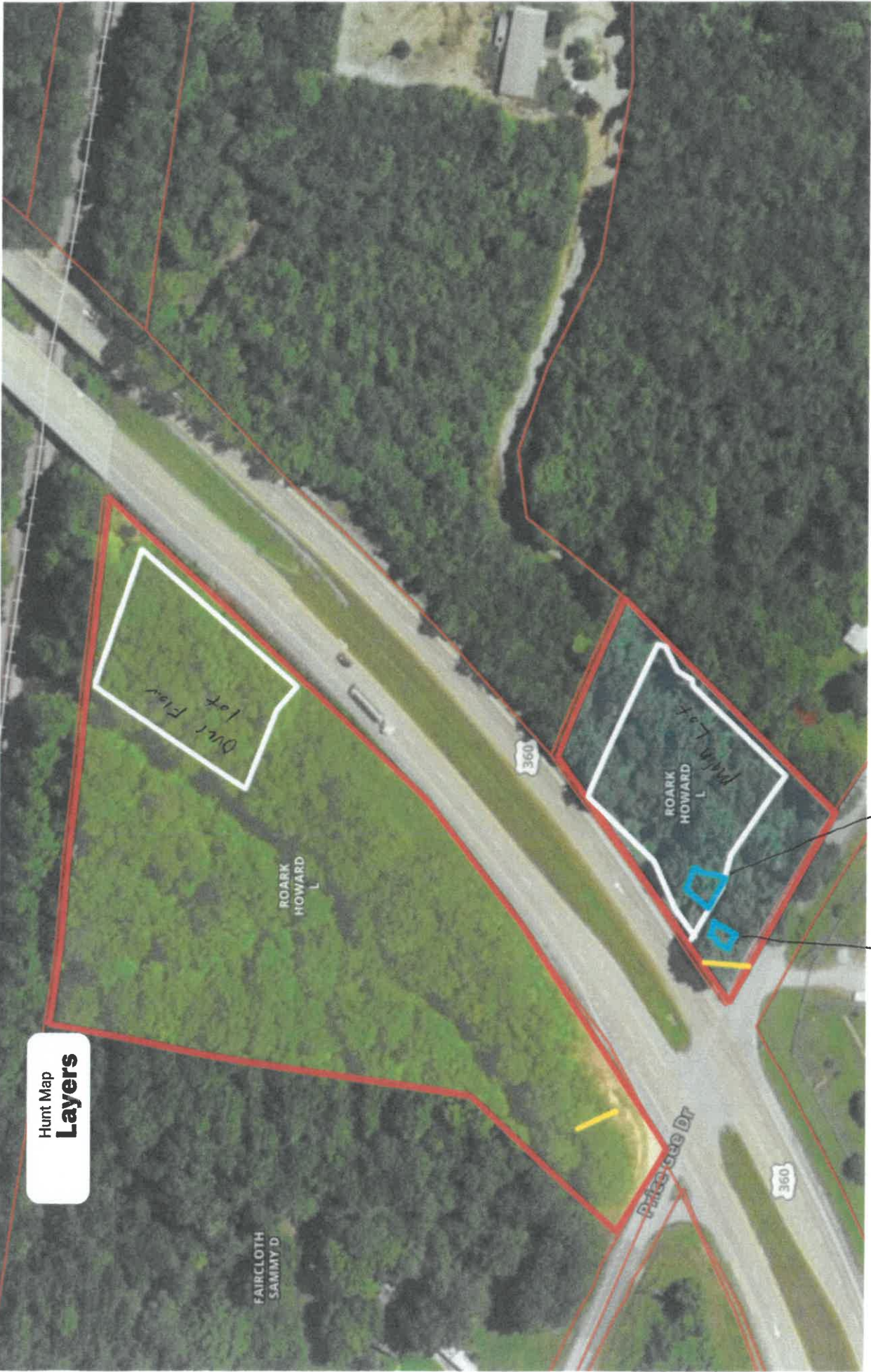
*Backwoods
Towing & Recovery*

Drakes Branch, Va.

434-547-5511

24 Hour Service





Hunt Map
Layers

FAIRCLOTH
SAMMY D

ROARK
HOWARD
L

Over Flow

ROARK
HOWARD
L

Price-use Dr

360

360

Future Building

Office

Yellow Sign location

Blue building location

White Fenced area

Please publish the following public hearing notice in THE FARMVILLE HERALD on Wednesday, June 7, 2023 and Wednesday, June 14, 2023.



NOTICE OF PUBLIC HEARING

The Prince Edward County Planning Commission will hold PUBLIC HEARINGS on Tuesday, June 20, 2023 commencing at 7:00 p.m. in the Board of Supervisors Room, Prince Edward County Courthouse, 111 N. South Street, 3rd Floor, Farmville, Virginia, to receive citizen input prior to considering the following:

1. A request by Mark Smith DBA as Sandy River Distillery for a Special Use Permit for a restaurant & brew pub along with provisions for mobile food establishments on Tax Map Parcels 053-A-27C2 and 053-A-27C3 at 147 Monroe Church Road, Farmville, VA.
2. A request by James Robert Napier to establish a truck yard for a towing and recovery operation consisting of a 200' x 130' fenced area with an office building on Free State Road and a future 200' x 200' overflow lot on Price Gee Road on Tax Map Parcel 115-A-36 at the intersection of State Route 630 (Free State Road & Price Gee Road) with their intersection with US 360.
3. A request by James Robert Napier for two illuminated signs, one on US 360 E at its intersection with State Route 630 (Free State Road) being 40 square foot pole sign with a total height of 15' feet and a 40' square foot pole sign on US 360 W at its intersection with State Route 630 (Price Gee Road) a total height of 8' feet for a towing and recovery operation.

Citizen input for Public Hearings will be received through: (1) in-person participation; (2) remote participation by calling 1-844-890-7777, Access Code # 390313; or (3) by written comments mailed to: Planning Commission, P.O. Box 382, Farmville, VA 23901. Please limit word count to no more than 500 words. Comments must be received by 2:00 p.m. the day of the meeting.; via email to info@co.prince-edward.va.us; or via facsimile at 434-392-6683. Based on the number of speakers, the Chair will determine the time allotted to each. Citizens may also view the monthly Planning Commission meeting live (no public input) at the County's YouTube Channel by using the link on the County website under Meetings & Public Notices.

Additional information regarding the proposed special use permits is available for public review on the County's web site at www.co.prince-edward.va.us or in the Prince Edward County Administrator's Office, 111 N. South Street, 3rd Floor, Farmville, VA. It is the County's intent to comply with the Americans with Disabilities Act. Should you have questions or require special accommodations, please contact the County Administrator's Office at 434-392-8837.

###

PLANNING COMMISSION

John Pengaman
Chairman
Llew W. Gilliam, Jr.
Board Representative
Preston C. Hunt
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Whitfield M. Paige
John "Jack" W. Peery, Jr.
Teresa Sandlin
Rhett L. Weiss
Henry Womack



COUNTY OF PRINCE EDWARD, VIRGINIA

**Director of Planning and
Community Development**

Robert Love
Post Office Box 382
111 N. South Street, 3rd Floor
Farmville, VA 23901
Office: (434) 414-3037
Fax: (434) 392-6683

rlove@co.prince-edward.va.us
www.co.prince-edward.va.us

June 8, 2023

To: Property Owners


From: Robert Love, Director of Planning and Community Development

Subject: Special Use Permit Request – James Robert Napier

The Prince Edward County Planning Commission will hold a public hearing on Tuesday, June 20, 2023 at 7:00 p.m. to receive citizen input on a request by James Robert Napier for two illuminated signs, one on US 360 E at its intersection with State Route 630 (Free State Road) being 40 square foot pole sign with a total height of 15' feet and a 40' square foot pole sign on US 360 W at its intersection with State Route 630 (Price Gee Road) a total height of 8' feet for a towing and recovery operation. The parcel is zoned A-1, Agricultural Conservation and the proposed use requires approval of a Special Use Permit in this zoning district.

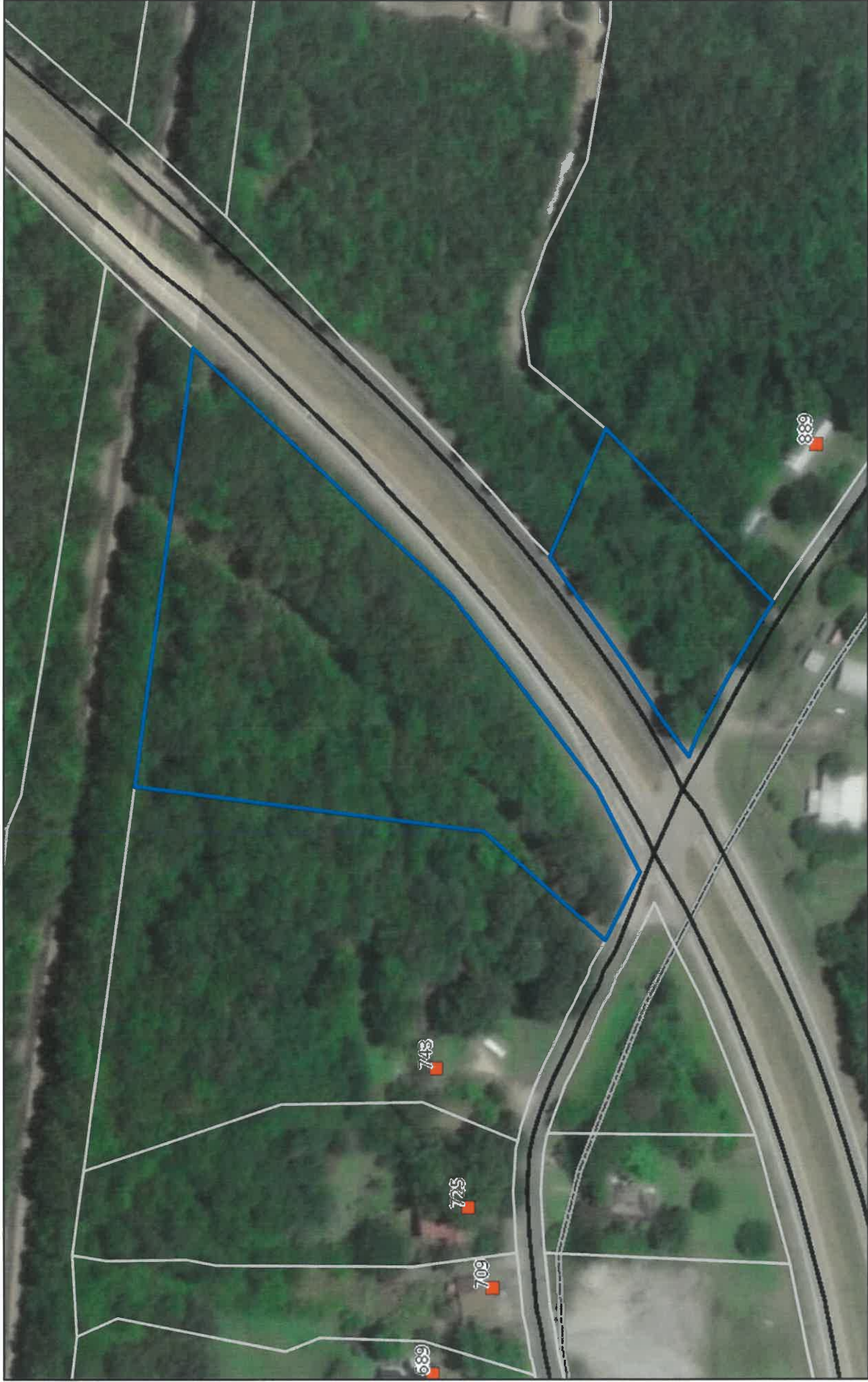
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Instructions of how to listen or participate in the meeting and public hearing are contained on the reverse side of this letter. If you have any questions or comments, please do not hesitate to contact me at: 434-414-3037 or by email at: rlove@co.prince-edward.va.us

Respectfully,

Robert Love

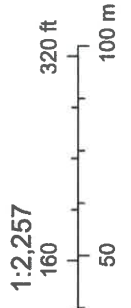
Director of Planning and Community Development

James Robert Napier SUP



June 13, 2023

- Road Centerline
- Address Points
- Address Point Labels
- County Boundary
- Farmville Boundary



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Special Use Permit – James Robert Napier
Tax Parcel Map #: 115-A-36
POTENTIAL CONDITIONS

SITE PLAN

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 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 5/8/2023 are hereby made part of these development conditions.
2. Final sign permit zoning and building permit applications for the two (2) illuminated signs shall be submitted to the Planning and Community Development office for final review and approval pursuant to Appendix B of the Prince Edward County Code (Zoning) and Chapter 18 of the Prince Edward County Code (Buildings and Building Regulations).

GENERAL

3. All landscaping around signs 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.
4. No sign shall be may be located within VDOT right-of-way or impede sight distance.
5. Site signage shall be limited to Pole type, one 40 square foot sign not to exceed eight (8) feet in total height and one 40 square foot sign not to exceed fifteen (15) feet in total height.
6. Sign installation shall be in conformance with all applicable provisions of federal, state, and local statues and regulations.
7. Any sign lighting shall be designed and installed so as to minimize glare onto adjoining properties or any public access road.
8. 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.
9. 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.

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**Planning Commission
Agenda Summary**

Meeting Date: June 20, 2023
Item No.: 9
Department: Community Development
Staff Contact: Robert Love
Issue: Comprehensive Plan Update – Scope of Work & Project Schedule

Summary:

The County has entered a contract with The Berkley Group for the purpose of updating the Comprehensive Plan. Section 15.2-2223 of the *Code of Virginia* requires that, “The local planning commission shall prepare and recommend a comprehensive plan for the physical development of the territory within its jurisdiction and every governing body shall adopt a comprehensive plan for the territory under its jurisdiction. In the preparation of a comprehensive plan, the commission shall make careful and comprehensive surveys and studies of the existing conditions and trends of growth, and of the probable future requirements of its territory and inhabitants. The comprehensive plan shall be made with the purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the territory which will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity and general welfare of the inhabitants, including the elderly and persons with disabilities.”

The work will start in August 2023 and be completed by May 2025. As proposed, the project includes the following:

- Kickoff Work Session/County Tour
- Branding & Promotions
- Survey
- Public Input Workshop
- Stakeholder Listening Sessions
- Existing Conditions / Baseline Analysis
- Work Sessions
- Drafting
- Mapping
- Comments & Revisions
- Open House/Public Review
- Final Revisions
- Public Hearings

Attachments: Scope of Work & Task Schedule

Recommendation: For review only, no action needed.

Motion _____
Second _____
Fuller _____

Gilliam _____
Hunt _____
Leatherwood _____

Paige _____
Peery _____
Prengaman _____

Sandlin _____
Weiss _____
Womack _____



May 31, 2023

Prince Edward County
Attn: Douglas P. Stanley
111 N. South Street
Farmville, VA 23901

RE: Comprehensive Plan Update

Dear Mr. Stanley:

The Berkley Group is pleased to present the associated scope and fee to perform a comprehensive plan update for Prince Edward County.

If you have any questions or need additional information, please feel free to contact me at any time.

Sincerely,

A handwritten signature in cursive script that reads "Andrew D. Williams".

Andrew D. Williams, AICP
Chief Executive Officer

SCOPE OF WORK

Deliverables:

The Scope of Work to update Prince Edward County's Comprehensive Plan will include the deliverables as outlined below:

1. The County will receive an updated Comprehensive Plan. This will be submitted in one (1) digital copy with print-ready graphics in PDF and Adobe InDesign format or Microsoft Word, with format to be determined at the staff kickoff meeting.
2. The County will receive an updated Future Land Use Map. This will be submitted in one (1) digital PDF copy. Map data will be provided in an Esri-compatible GIS format.

Assumptions:

The specific tasks required as part of this scope of work are outlined under Fees. The following assumptions shall apply:

1. **Initiation:** The County will provide up-to-date copies of the current Comprehensive Plan and maps in original format (.docx; Esri-compatible GIS). The County will also identify and provide relevant supporting documents to be considered during document review.
2. **Contact Person:** The County will identify a single staff that will be the Berkley Group's point of contact and responsible for collecting and transmitting data, resources, and reviews from other departments to the Berkley Group.
3. **Meetings/Coordination with Staff:** The Berkley Group will correspond regularly with the County point of contact. Project meetings with County staff will occur virtually up to one hour per month. If the project schedule is extended, project meetings will be charged based on hourly rates for each staff by position unless a work order amendment occurs.
4. **Kickoff Work Session / County Tour:** The County tour will occur on the same day as the kickoff joint work session with public officials. The route, stops, and attendees will be organized by County staff.
5. **Branding & Promotions:** The Berkley Group will create a brand/style for the new Comprehensive Plan and provide flyers for advertising purposes. The Berkley Group can supply general text for use on the County website, but this scope does not include the creation of a project website by the Berkley Group.
6. **Survey:** The Berkley Group will conduct an open link community-wide survey utilizing the online SurveyMonkey tool. This scope of work anticipates a 45-60 day survey period. The survey will also be provided to the County as a PDF, which the County can distribute in hard copy format. The Berkley Group will provide a digital flyer for the County to distribute; all other advertising and promotion will be the County's responsibility. The County will collect hard copy surveys within five (5) days of survey closing and transmit them electronically to the Berkley Group for manual entry into SurveyMonkey.
7. **Public Input Workshop:** The Berkley Group will facilitate up to two (2) public input workshops. The workshops will include an overview of the Comprehensive Plan process and exercises to address County-wide and area-specific issues. The County will advertise and promote the meetings and coordinate meeting location, set up, and printed materials. The Berkley Group will provide a flyer and workshop materials digitally and summarize results of the public input workshop(s) for Board and Commission consideration.
8. **Stakeholder Listening Sessions:** The Berkley Group will conduct up to five (5) listening sessions with key stakeholder groups, which will be identified and coordinated by County

staff. It is assumed that stakeholder interviews will be conducted on the same day as the public workshops, or virtually by Zoom/phone and any printed materials will be provided by the County. The Berkley Group will summarize the results of the stakeholder interviews for Board and Commission consideration.

9. **Existing Conditions / Baseline Analysis:** The existing conditions analysis will utilize readily available data from the US Census, Weldon-Cooper Center, County, and the regional planning district commission available at the time of initial drafting. The update will focus on a streamlined demographic analysis to create a user-friendly document while ensuring compliance with state code requirements for Comprehensive Plans. The scope anticipates that baseline existing conditions data will be collected and analyzed one time at the start of the project.
10. **Work Sessions:** This scope of work assumes that guidance and direction on the Comprehensive Plan will be provided through joint work sessions between the Board of Supervisors and Planning Commission. County staff will organize meeting dates, provide printed work session materials and chapter drafts, and serve as the direct point of contact for members. The last work session during the development phase of the project is anticipated to focus on overall review of the Comprehensive Plan and final edits prior to public review. The final review joint work session during the adoption phase is anticipated to focus on resolving comments from the public open house prior to the public hearing.
11. **Drafting:** Plan drafting will be based upon readily available data, studies, and community input available at the time of drafting. Additional studies (e.g., public safety, market, transportation), small area/revitalization plans, corridor plans, level of service analysis, etc. may be scoped for an additional fee.
12. **Mapping:** Mapping will utilize existing Esri-compatible map data provided by the County, the regional planning district commission, Virginia Department of Transportation, Virginia Department of Conservation and Recreation, or Virginia Geographic Information Network. With the exception of future land use and priority transportation projects, the creation of new map data is not anticipated.
13. **Comments & Revisions:** To the extent possible, comments from the Board of Supervisors and Planning Commission will be provided in a comment/response format to the Berkley Group for review and consideration prior to each work session. The fee estimate for drafting is based on revisions agreed upon during the work sessions identified in the schedule and fee estimate. One round of revisions is anticipated per chapter.
14. **Open House/Public Review:** The Berkley Group will provide a formatted draft plan for public review and present the plan in up to two (2) public open houses. The County will advertise and promote the meeting and coordinate meeting location and set up. The Berkley Group will provide a digital flyer, develop and print boards for display, and summarize comments for consideration during the final joint work session.
15. **Final Revisions:** The Berkley Group will incorporate one (1) round of revisions to address comments from the public open house and final joint work session.
16. **Public Notification:** The County will be responsible for public notification requirements (e.g., newspaper ads and mailings) associated with the project.
17. **Public Hearings:** The scope of work assumes up to two public hearings; one with the Planning Commission and one with the Board of Supervisors.
18. **Meeting Materials:** Meeting materials will be provided in digital format up to, but not earlier than, five (5) business days before a work session.
19. **Meeting Cancellations:** Meetings and work sessions cancelled with notice of less than 10 business days will be counted toward the scoped work sessions, and the client will be charged for the preparation hours for the cancelled meeting.

20. **Indirect Fee:** The indirect fees include the printing of poster-sized boards and large-format materials, meals, travel, and lodging associated with the scoped meetings. Costs for printed copies of draft or final plans is not included in the fee estimate. If hard copies are desired, the fee for professional printing will be invoiced separately to the County.
21. **Optional Services:** Optional services may be added with written authorization from the locality and subject to the following assumptions:
- A. **Additional stakeholder meetings:** Assumptions for stakeholder meetings apply.
 - B. **Additional public outreach or open house meetings:** Assumptions for public outreach and open house meetings apply.
 - C. **Additional Work Session / Meeting:** Assumptions for work sessions apply.
 - D. **Website:** If desired, the Berkley Group will develop a project website (using WIX website builder) that will be available for the duration of the project.
22. **COVID-19 Policy:** Berkley Group staff will adhere to all public health best practices as recommended by the Center for Disease Control (CDC) or state/local regulations, whichever is more stringent.

Fee:

The Scope of Work to update Prince Edward County’s Comprehensive Plan will include the tasks and associated fees shown below. Fees for service will be invoiced monthly.

Phase	Task	Task Description	Total Cost	Est. Hours
Investigation	A1	Mobilization/Kick-off with Staff (Virtual)	\$ 920.00	12
	A2	Document Review	\$ 2,840.00	44
	A3	Plan Diagnostic	\$ 3,920.00	62
	A4	Kick-off Work Session / County tour	\$ 3,580.00	50
	A5	Branding & Promotions	\$ 3,080.00	44
	A6	Public Workshop (Up to 2)	\$ 5,200.00	82
	A7	Stakeholder Listening Sessions (Up to 5)	\$ 4,220.00	65
	A8	Community Survey (open-link & paper)	\$ 4,080.00	64
Development	B1	Work Sessions (up to 5)	\$ 14,200.00	218
	B2	Meetings/Coordination with Staff	\$ 3,600.00	50
	B3	Outline, Vision, About the Plan	\$ 3,700.00	56
	B4	Baseline Analysis / County Profile	\$ 6,400.00	100
	B5	Historic & Natural Resources	\$ 6,400.00	100
	B6	Housing & Community Development	\$ 6,400.00	100
	B7	Transportation	\$ 7,670.00	121
	B8	Land Use	\$ 8,950.00	135
	B9	Community Facilities, Infrastructure & Recreation	\$ 7,150.00	110
	B10	Economic Development	\$ 6,400.00	100
	B11	Implementation	\$ 6,000.00	88
	B12	Mapping	\$ 6,320.00	103
	B13	Plan Layout & Graphics	\$ 6,320.00	103
Adoption	C1	Public Draft Review + Open House (up to 2)	\$ 8,200.00	120
	C2	Final Review Joint Work Session (up to 1)	\$ 3,280.00	48
	C3	Incorporate Final Revisions	\$ 7,000.00	108
	C4	Public Adoption (PC & Board Hearings)	\$ 6,480.00	92
	C5	Final Deliverable	\$ 920.00	15
		Subtotal	\$ 143,230.00	2,190
		Non-direct expenses including, but not limited to, travel, printing, supplies, etc. (4% of project cost)	\$ 5,729.20	
		TOTAL	\$ 148,959.20	

The following supplemental services may be employed for an additional fee:			
Options	D1	Additional Stakeholder Meeting	\$1,800/meeting
	D2	Additional Public Outreach or Open House Meetings	\$3,000/meeting
	D3	Additional Work Session / Meeting	\$3,000/meeting
	D4	Comprehensive Plan Website	\$3,000

If the work order is not signed within three (3) months, the proposed fee expires, and the Berkley Group may propose a new fee.

Schedule:

The Berkley Group proposes to perform the tasks included in this Work Order according to the schedule outlined below. This schedule is predicated on the assistance of County staff in providing timely documentation, guidance, and scheduling of necessary meetings and work sessions.

			PROJECT TIMELINE																						
Phase	#	Task Description	2023					2024												2025					
			August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	
Investigation	A1	Mobilization/ Kick-off Meeting with Staff	V																						
	A2	Document Review																							
	A3	Plan Diagnostic																							
	A4	Kick-off Work Session / County Tour			X																				
	A5	Branding & Promotions																							
	A6	Public Workshop (up to 2)				X	X																		
	A7	Stakeholder Listening Sessions (up to 5)					X																		
	A8	Community Survey				O	O																		
Development	B1	Joint Work Sessions (up to 5)						X	X	X	X	X													
	B2	Meetings/Coordination with Staff																							
	B3	Outline, Vision, About the Plan						*																	
	B4	Baseline Analysis / County Profile						*																	
	B5-B13	Draft Plan Elements							*	*	*														
	B14	Implementation Plan															*								
	B15	Mapping																							
Adoption	C1	Public Draft Review + Open House (up to 2)																X							
	C2	Final Review Joint Work Session (1)																	X						
	C3	Incorporate Final Revisions																							
	C4	Public Adoption (PC & Board Hearings)																				X	X		
	C5	Final Deliverables																							

X = Anticipated In-person Attendance; V = Virtual Attendance; O = Open to Public * = Anticipated Discussion

If the work order is not signed and returned within 60 days, the proposed schedule expires, and the Berkley Group may propose a new schedule.