



**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

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 Board 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 will be subject to the “Citizen Guide for Providing Input During Public Participation and Public Hearings For Prince Edward County Government Meetings” revised October 12, 2022.

Vice Chairman Peery called the April 20, 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, Vice Chairman Peery 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
Absent: John Prengaman
Rhett Weiss
Nay: (None)

**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 examples 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.

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

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