



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** June 11, 2024  
**Item #:** 14  
**Department:** Community Development  
**Staff Contact:** Robert Love  
**Agenda Item:** CEP Solar, LLC – Piney Grove Site SUP

**Summary:**

The County has received an application request by CEP Solar, LLC for a Special Use Permit to construct and operate an 8MWac solar energy facility on land totaling 170.8+/- acres denoted as Tax Map Parcels 069-A-3, 069-A-9, and 069-A-10, located at the end of Taylor Drive, approximately 0.40 miles from its intersection with Miller Lake Road (Route 613). This parcel is in the A1, Agricultural Conservation zoning district and the use requires a Special Use Permit.

The purpose of the Special Use is to allow for the location of a utility scale solar energy facility. The applicant stated that the proposed facility will not be seen nor heard and will not impact adjacent properties. The facility will not generate noise, light, dust, odor, fumes, or vibrations. Water quality will be addressed according to Virginia Stormwater Management Permit requirements and the site will not generate any significant amount of traffic with the main traffic occurring temporarily during the construction phase. Attachment (2) is a list of updated Potential Conditions that reflects the revisions requested at the May 14, 2024 Board of Supervisors Meeting.

**Attachments:**

- 1. Special Use Permit Application Form (Full application packet is available electronically on the County website & hardcopy is on file in the Community Development Office.)
- 2. Revised Potential Conditions

**Recommendation:**

- 1. Review the updated documents and render a decision on the Special Use.

**Recommended Motions:**

I move that the Board of Supervisors approve the Special Use Permit request by CEP Solar, LLC for the proposed 8MWac utility scale solar energy facility with the following conditions: *(list of conditions)*

**OR**

I move that the move that the Board of Supervisors deny the Special Use Permit request by CEP Solar, LLC for the proposed 8MWac utility scale solar energy facility due to the following: *(list reasons)*

**OR**

I move that the Board of Supervisors defer a decision on the Special Use Permit request by CEP Solar, LLC for the proposed 8MWac utility scale solar energy facility until the next meeting in order to: *(list reasons)*

Motion \_\_\_\_\_ Cooper-Jones \_\_\_\_\_ Gilliam \_\_\_\_\_ Pride \_\_\_\_\_  
Second \_\_\_\_\_ Emert \_\_\_\_\_ Jenkins \_\_\_\_\_ Townsend \_\_\_\_\_  
Jones \_\_\_\_\_ Watson \_\_\_\_\_

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: CEP Solar, LLC

Applicant's Address: 2201 W Broad St, Suite 200 Richmond, VA 23220

Applicant's Telephone Number: 804-789-4040 ext. 711

Present Land Use: Mixed forest and residential

Legal Description of Property with Deed Book and Page No. or Instrument No. Please see attached.

Tax Map # 069A10, 069A3, 069A9      Acreage : 170.8

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

Statement of general compatibility with adjacent and other properties in the zoning district. (Attach additional sheet if necessary.) Please see attached statement.

Height of Principal Building (s): Feet N/A      Stories N/A

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 the permit application.

[Signature]  
Signature of Applicant (if not property owner)

1/24/2024  
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]  
Signature of Property Owner(s)

1-24-24  
Date

please see attached  
Signature of Property Owner(s)

\_\_\_\_\_  
Date

please see attached  
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 [Signature]      Date 2/8/2024

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

Estelle J Jones 1/25/24  
Signature of Property Owner(s) Date

Lawrence Taylor 1,25,24  
Signature of Property Owner(s) Date

\_\_\_\_\_  
Signature of Property Owner(s) Date

\_\_\_\_\_  
Signature of Property Owner(s) Date

\_\_\_\_\_  
Signature of Property Owner(s) Date

\_\_\_\_\_  
Signature of Property Owner(s) 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.

*Willie T. Sheppard*  
Signature of Property Owner(s)

Signature of Property Owner(s)

Date

*24 Jan 2024*

*Robert N. Booker Jr.*  
Signature of Property Owner(s)

Signature of Property Owner(s)

Date

*24 Jan 2024*

*Jackson H. Nalley*  
Signature of Property Owner(s)

Signature of Property Owner(s)

Date

*24 Jan 2024*

NOTE: THIS PERMIT APPLICATION IS NOT VALID UNLESS ALL PROPERTY OWNER(S) SIGNATURES ARE AFFIXED AND DATED. ATTACH ADDITIONAL SHEETS IF NECESSARY.

## 1. Project Details

CEP Solar, LLC (“Applicant”) is seeking approval of a Special Use Permit (SUP) to enable it to construct and operate a solar energy facility with a maximum nameplate capacity up to 8-Megawatts alternating current (MWac). The Piney Grove Solar Farm (the “Project”) is proposed to be situated on an approximately three parcels owned by Estelle Jones, Willie Shepperd, Lawrence Talor, Sr., Gilbert N. Booker, Jr., Junious H Mottley, and Shirley N Fowlkes Family LLC. The parcel numbers are 069-A-10, 069-A-3, and 069-A-9. The land currently is currently mixed forest and residential. The Project will be along Taylor Drive off Miller Lake Road.

The project will contain 3 parcels, equaling 170 acres. The Project area is 73.1 acres, with approximately 52.3 acres of solar panels and Project infrastructure. Thus, while Piney Grove Solar is in operation, there will be approximately 97 acres of a combination of open green space, forestland, and other vegetation, a portion of which will be used for required setbacks, buffers, and natural resource protection.

The Project site is approximately nine miles southeast of the town of Farmville. Site control has been secured through an option to lease agreement as demonstrated in [Exhibit 8.14 Site Control](#). The Project will deliver clean and cost-competitive energy through a distribution circuit running along Piney Grove Road that connects to Southside Electric’s Moran substation.

The Project is developed by CEP Solar, a Richmond-based renewable energy development company focused on providing sustainable energy solutions in the Commonwealth of Virginia. CEP Solar submits this Application in compliance with the County Zoning Ordinance requirements for a utility-scale solar energy facility. We share the County’s commitment to ensure that the best practices in solar development are being implemented in Prince Edward County and we look forward to demonstrating that commitment with this Project.

The Project’s final site plan will be completed after field surveys have been conducted, and it will be submitted to the County along with construction plans at the time of final site plan application.



3 parcels totaling 170 acres, owned by private landowners



Approximately 52 acres for the solar field



Approximately 97 acres of the Project is setback, vegetative buffer, and natural resource protection

# PINEY GROVE SOLAR

## 8 MWac SOLAR ELECTRIC POWER GENERATION FACILITY

### SPECIAL EXCEPTION PERMIT

PRINCE EDWARD COUNTY, VIRGINIA

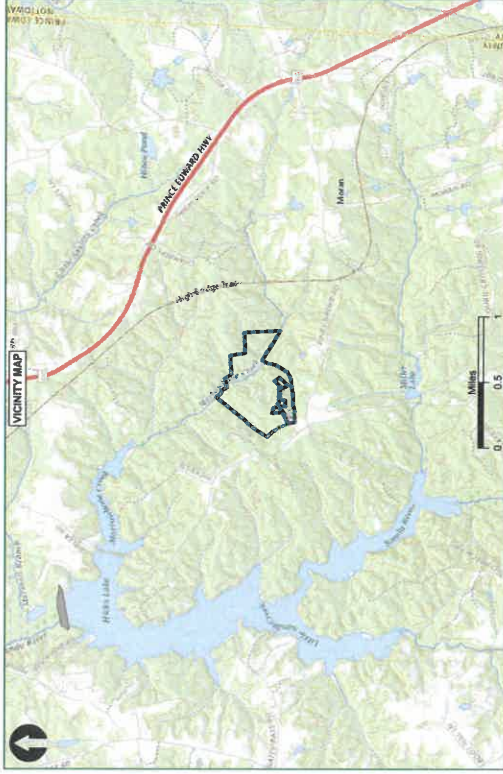


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C4.0	PROPOSED LANDSCAPING MAP
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C5.0	EXISTING BUILDINGS MAP
C6.0	EXISTING LAND USE MAP
C7.0	DENSITY MAP
C8.0	SOILS MAP



PRINCE EDWARD COUNTY,  
VIRGINIA  
PROJECT NUMBER: #196.1.028  
PROJECT: PINEY GROVE SOLAR  
DESIGNED BY: J. STICKLEY

DATE: 01/09/2024  
PROJECT NUMBER: #196.1.028  
PROJECT: PINEY GROVE SOLAR  
DESIGNED BY: J. STICKLEY

REVISIONS

NO.	DESCRIPTION	DATE

COVER SHEET

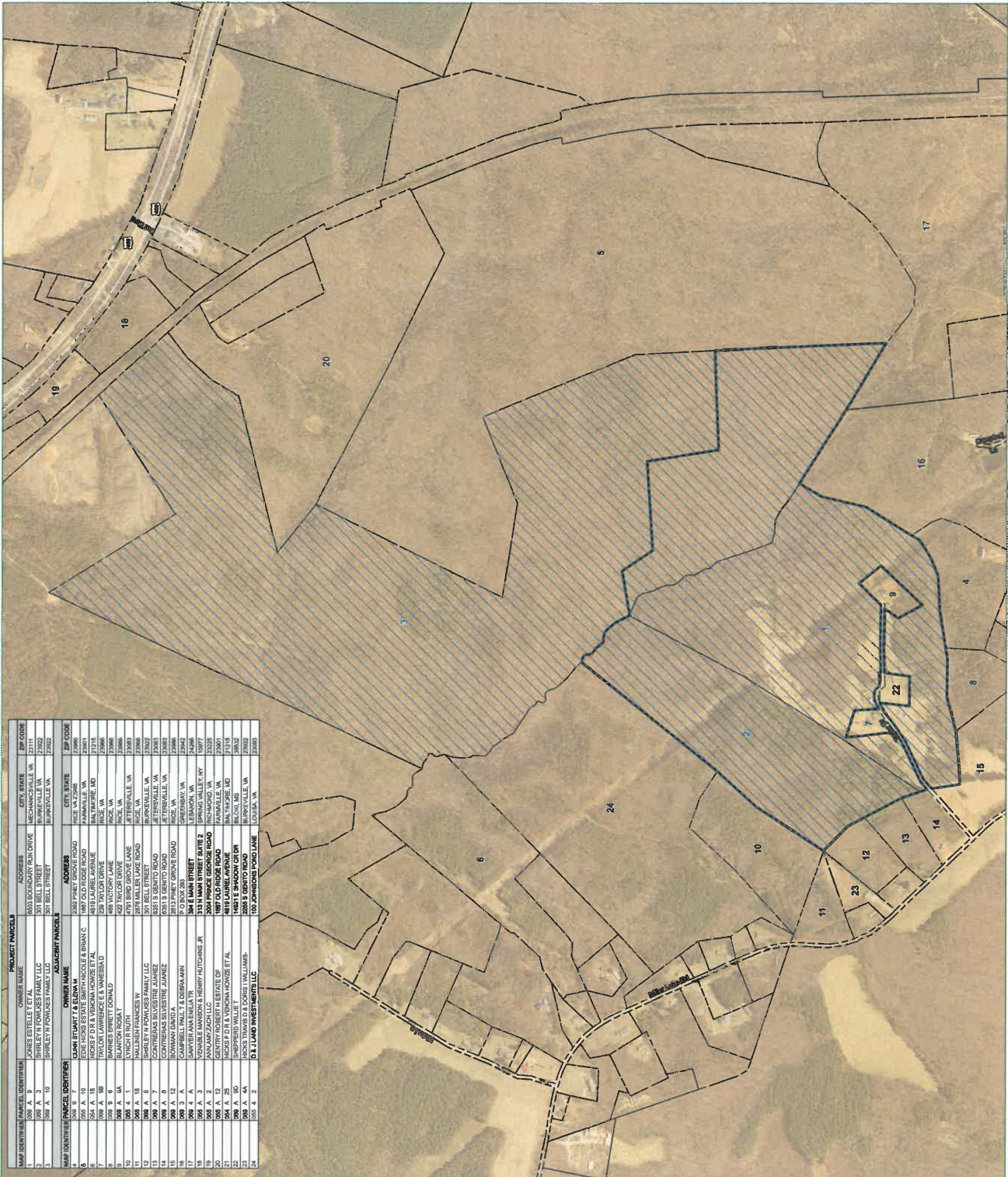
C1.0

**CEP SOLAR, LLC**  
DEVELOPER  
2201 W BROAD STREET, SUITE 200  
RICHMOND, VA 23220  
TEL 804.789.4040

**TIMMONS GROUP**  
ENGINEER  
1001 BOULDERS PARKWAY, SUITE 300  
RICHMOND, VA 23225  
TEL 804.200.6538

CONCEPTUAL SITE PLANS PREPARED BY TIMMONS GROUP

JANUARY 9, 2024



MAP IDENTIFIER	PARCEL IDENTIFIER	OWNER NAME	ADDRESS	CITY, STATE	ZIP CODE
1	009 A 9	JONES ESTELLE E ET AL	5603 BOUNDARY RUN DRIVE	MICHANESVILLE VA	22111
2	009 A 10	SHIRLEY N KOWLES FAMILY LLC	5611 BELL STREET	MURFREESBORO VA	22550
3	009 A 10	SHIRLEY N KOWLES FAMILY LLC	5611 BELL STREET	MURFREESBORO VA	22550
ADJACENT PARCELS					
MAP IDENTIFIER	PARCEL IDENTIFIER	OWNER NAME	ADDRESS	CITY, STATE	ZIP CODE
4	009 A 10	EDWARDS ESTATE (SMITH, NICOLE & BRIAN C)	5380 PARKWAY ROAD	FAIRFAX VA	22031
5	009 A 10	HICKS TRAVIS D & VIRGINIA HOWIE ET AL	1987 OLD RIDGE ROAD	FAIRFAX VA	22031
6	009 A 10	HICKS TRAVIS D & VIRGINIA HOWIE ET AL	1987 OLD RIDGE ROAD	FAIRFAX VA	22031
7	009 A 10	HICKS TRAVIS D & VIRGINIA HOWIE ET AL	1987 OLD RIDGE ROAD	FAIRFAX VA	22031
8	009 A 10	HICKS TRAVIS D & VIRGINIA HOWIE ET AL	1987 OLD RIDGE ROAD	FAIRFAX VA	22031
9	009 A 10	HICKS TRAVIS D & VIRGINIA HOWIE ET AL	1987 OLD RIDGE ROAD	FAIRFAX VA	22031
10	009 A 10	HICKS TRAVIS D & VIRGINIA HOWIE ET AL	1987 OLD RIDGE ROAD	FAIRFAX VA	22031
11	009 A 10	HICKS TRAVIS D & VIRGINIA HOWIE ET AL	1987 OLD RIDGE ROAD	FAIRFAX VA	22031
12	009 A 10	HICKS TRAVIS D & VIRGINIA HOWIE ET AL	1987 OLD RIDGE ROAD	FAIRFAX VA	22031
13	009 A 10	HICKS TRAVIS D & VIRGINIA HOWIE ET AL	1987 OLD RIDGE ROAD	FAIRFAX VA	22031
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15	009 A 10	HICKS TRAVIS D & VIRGINIA HOWIE ET AL	1987 OLD RIDGE ROAD	FAIRFAX VA	22031
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19	009 A 10	HICKS TRAVIS D & VIRGINIA HOWIE ET AL	1987 OLD RIDGE ROAD	FAIRFAX VA	22031
20	009 A 10	HICKS TRAVIS D & VIRGINIA HOWIE ET AL	1987 OLD RIDGE ROAD	FAIRFAX VA	22031
21	009 A 10	HICKS TRAVIS D & VIRGINIA HOWIE ET AL	1987 OLD RIDGE ROAD	FAIRFAX VA	22031
22	009 A 10	HICKS TRAVIS D & VIRGINIA HOWIE ET AL	1987 OLD RIDGE ROAD	FAIRFAX VA	22031
23	009 A 10	HICKS TRAVIS D & VIRGINIA HOWIE ET AL	1987 OLD RIDGE ROAD	FAIRFAX VA	22031
24	009 A 10	HICKS TRAVIS D & VIRGINIA HOWIE ET AL	1987 OLD RIDGE ROAD	FAIRFAX VA	22031



- Legend**
- Project Limits - 170.8 Acres
  - Project Parcels
  - Prince Edward County Tax Parcels
  - Prince Edward County Zoning
  - General Agricultural

NOTES:  
 1. PARCEL DATA FROM PRINCE EDWARD COUNTY GIS.  
 2. ZONING DATA FROM PRINCE EDWARD COUNTY GIS.  
 3. AERIAL IMAGERY FROM VGIN.



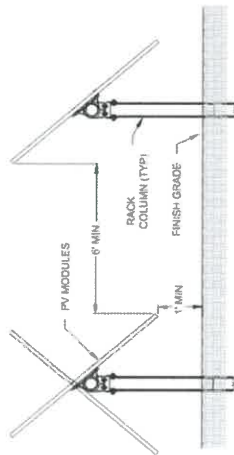
- Legend**
- Project Limits - 170.8 Acres
  - Property Setbacks - 50' / 75'
  - Buildable Area - 73.1 Acres
  - Entrance
  - Point of Interconnection
  - Turnout Locations
  - Inverters
  - Setback Markers
  - Internal Roads
  - Electric Transmission Lines
  - Preliminary Gen-Tie
  - National Hydrography Dataset - Streams
  - Fence - 73.1 Acres
  - Panels - 52.3 Acres Under Panel
  - Proposed Vegetative Buffer - 15'
  - Retained Vegetative Buffer - 15'
  - Transmission Line Easement
  - National Wetlands Inventory
  - National Hydrography Dataset - Waterbodies
  - Wetland and Stream Buffer - 50'
  - FEPA Flood Zone - Not Present
  - Existing Buildings
  - Existing Buildings Buffer - 75'

**NOTES:**  
 SITE LAYOUT IS FOR DESIGN PURPOSES ONLY. NOT FOR CONSTRUCTION. LAYOUT SUBJECT TO CHANGE.  
 NATIONAL WETLANDS INVENTORY DATA FROM USFWS.  
 FLOOD ZONE DATA FROM FEMA'S NATIONAL FLOOD HAZARD LAYER.  
 AERIAL IMAGERY FROM VGIN.  
 SETBACKS ARE BASED ON PRINCE EDWARD COUNTY ORDINANCE. SETBACKS ARE 75 FEET FROM ALL PUBLIC RIGHTS-OF-WAY AND MAIN BUILDINGS ON ADJOINING PARCELS, AND A DISTANCE OF AT LEAST 10 FEET FROM THE PERIMETER OF ADJACENT RESIDENTIAL PARCELS WILL BE RETAINED AS BUFFER WHERE IT EXISTS.

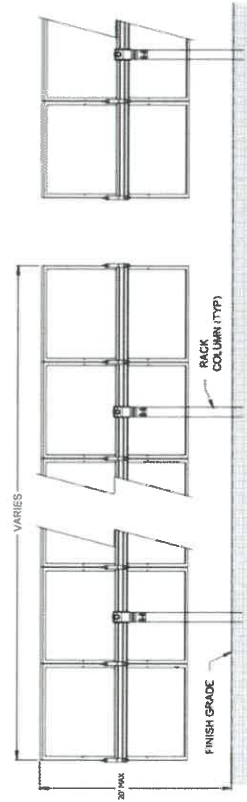


**NOTES:**  
 SITE LAYOUT IS FOR DESIGN PURPOSES ONLY. NOT FOR CONSTRUCTION. LAYOUT SUBJECT TO CHANGE.  
 WETLAND DATA FROM NATIONAL WETLANDS INVENTORY.  
 STREAM DATA FROM NATIONAL HYDROGRAPHY DATASET.  
 HYBRID INVERTERS MAY INCLUDE BATTERY STORAGE TECHNOLOGY.  
 PARCEL INFORMATION FROM VGIN.  
 TOPOGRAPHIC CONTOURS FROM VGIN LIDAR.  
 AERIAL IMAGERY FROM VGIN.

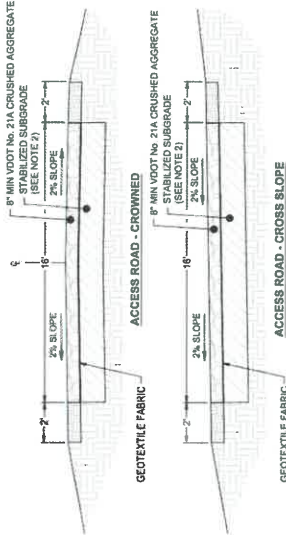
SETBACKS ARE BASED ON PRINCE EDWARD COUNTY SOLAR ORDINANCE. SETBACKS ARE 75 FEET FROM ALL PUBLIC RIGHTS-OF-WAY AND MAIN BUILDINGS ON ADJOINING PARCELS, AND A DISTANCE OF AT LEAST 50 FEET FROM ADJACENT PROPERTY LINES. VEGETATION ON THE PERIMETER OF ADJACENT RESIDENTIAL PARCELS WILL BE RETAINED AS BUFFER WHERE IT EXISTS.  
 A VISIBLE WARNING SIGN AND A 911 ADDRESS SIGN SHALL BE PLACED AT THE ENTRANCE. THE WARNING SIGN WILL IDENTIFY THE OWNER AND INCLUDE A 24-HOUR EMERGENCY CONTACT NUMBER.



TYPICAL RACK NORTH/SOUTH END ELEVATION  
 NOT TO SCALE



TYPICAL TRACKER RACK EAST/WEST SIDE ELEVATION  
 NOT TO SCALE

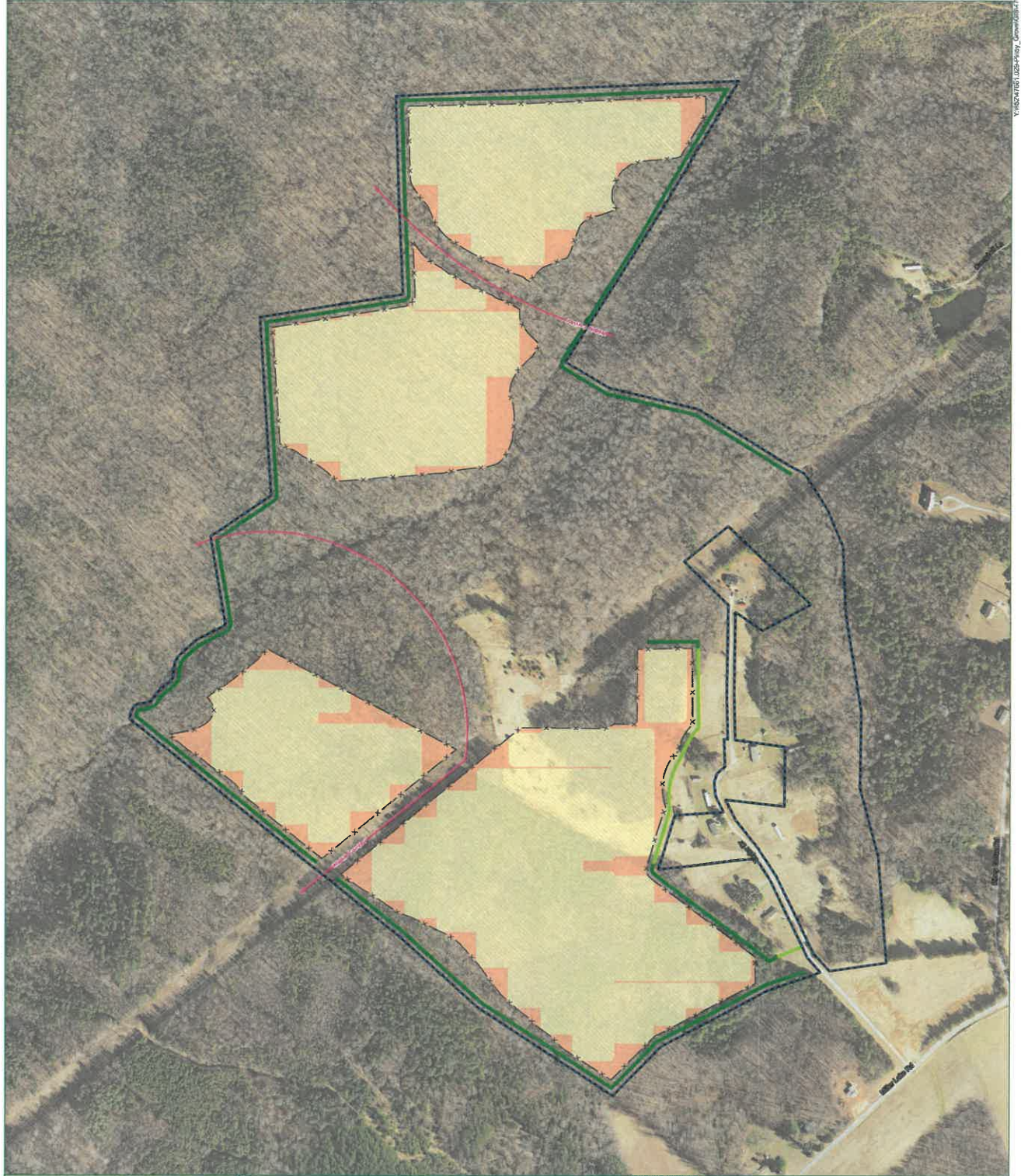


- NOTES:**
1. GEOTEXTILE FABRIC SHALL BE MRFP14370 OR SIMILAR.
  2. SUBGRADE MATERIALS SHALL CONFORM TO VDOT ROAD AND BRIDGE SPECIFICATIONS. SUBGRADE SHALL BE PLACED IN 12" MAXIMUM LIFTS AND COMPACTED TO 98% MINIMUM DRY DENSITY. SOIL MOISTURE CONTENT DURING COMPACTION SHALL BE MAINTAINED WITHIN 3% OF THE OPTIMAL MOISTURE CONTENT.
  3. SHOULDERS SHALL BE COMPACTED NATIVE SOIL.

ACCESS ROAD TYPICAL SECTION  
 NTS

NO.	DATE	DESCRIPTION

CONCEPTUAL  
 SITE PLAN NOTES  
 AND DETAILS



- Legend**
- Project Limits - 1,70.8 Acres
  - Wildlife Corridors
  - Fence - 73.1 Acres
  - Native Pollinator Seed Mix
  - Solar Farm Seed Mix
  - Proposed Vegetative Buffer - 15'
  - Retained Vegetative Buffer - 15'

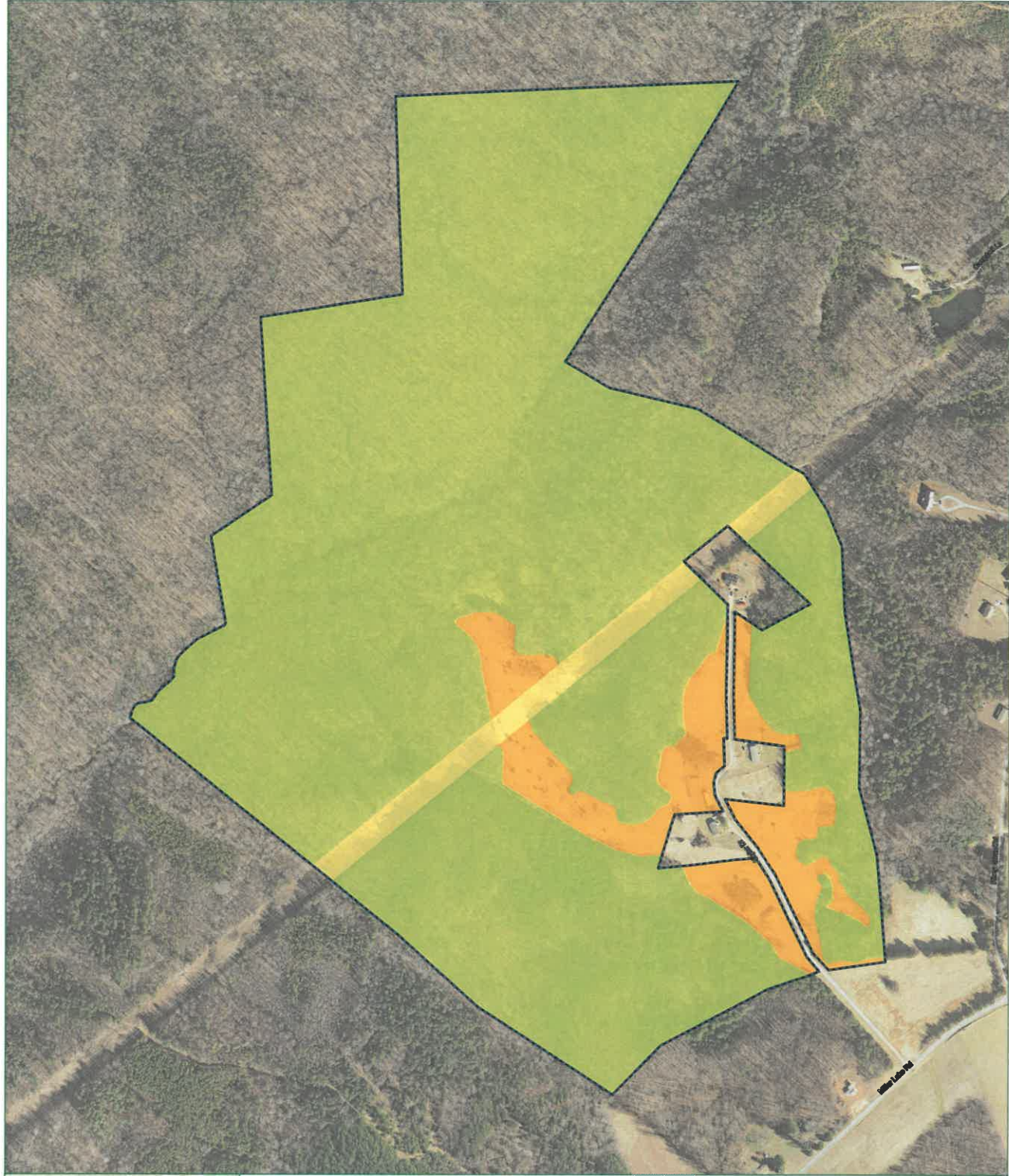
NOTES:  
 1. SEE SHEET 4.1 FOR LANDSCAPING NOTES AND DETAILS.  
 2. AERIAL IMAGERY FROM VGN.





- Legend**
- Project Limits - 170.8 Acres
  - Existing Buildings
  - Distance from the Project Limits
  - 75'
  - 365'

**NOTES:**  
 1. EXISTING BUILDINGS GENERATED FROM AERIAL IMAGERY.  
 2. AERIAL IMAGERY FROM VGIN.



**Legend**

- Project Limits - 170.8 Acres
- Existing Land Use
- Agricultural Fields - 14.9 Acres
- Easement Area - 5.4 Acres
- Forest Cover - 150.5 Acres

**NOTES:**  
 1. EXISTING LAND USE GENERATED THROUGH USE OF AERIAL IMAGERY.  
 2. AERIAL IMAGERY FROM VGIN.



**CEPSOLAR**  
 COMMERCIAL ENERGY PARTNERS  
 2295 W Road #L, Suite 200  
 Richmond, VA 23220  
 TEL: 804.288.9999  
 FAX: 804.288.9998  
 www.cepsolar.com

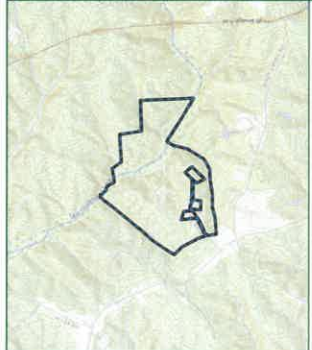
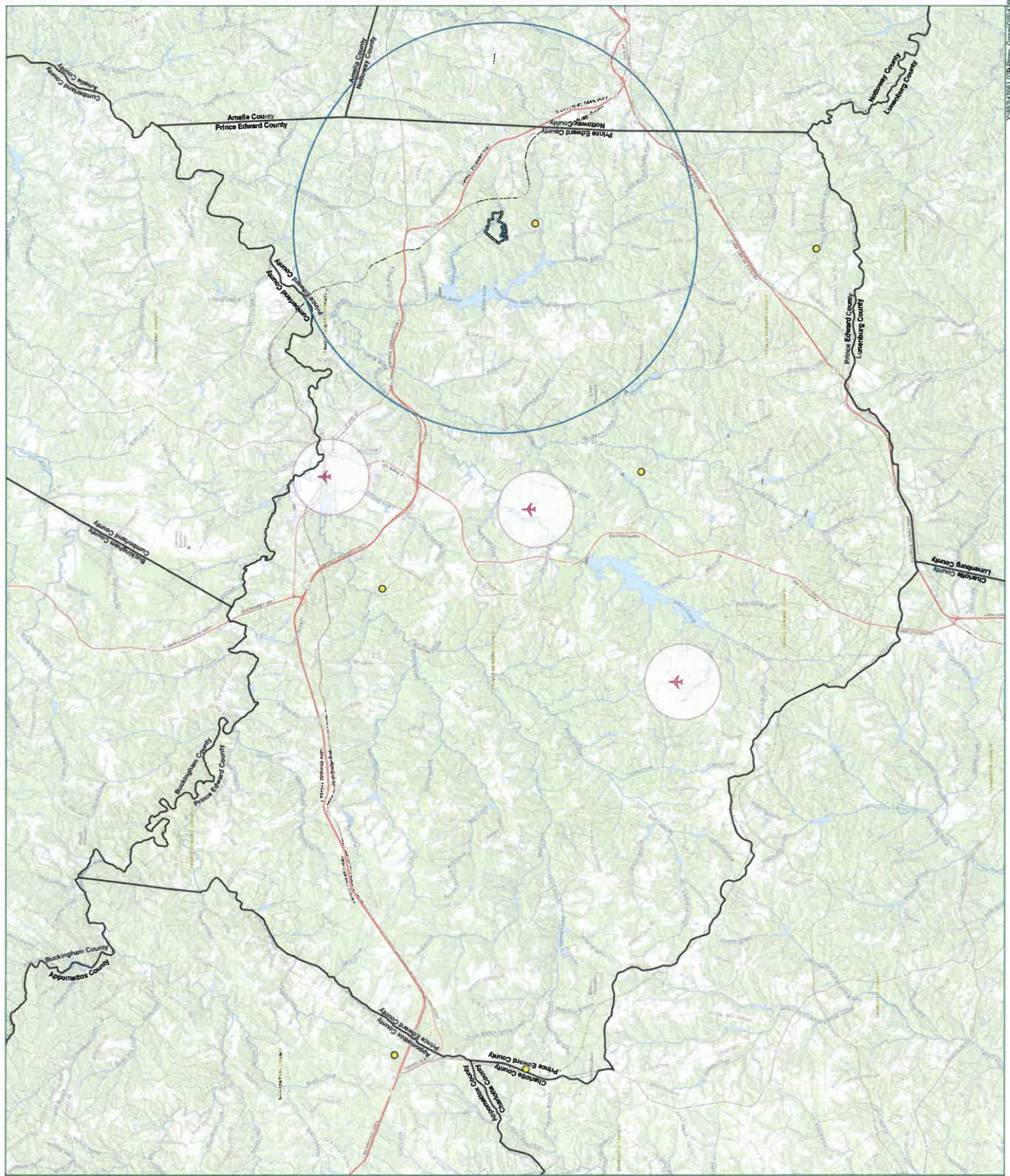
**PINEY GROVE SOLAR**  
 VIRGINIA  
 PRINCE EDWARD COUNTY  
 PROJECT NUMBER: 01/09/2024  
 PROJECT LOCATION: #1601.026  
 PROJECT LEADER: PINEY GROVE SOLAR  
 PROJECT CONTACT: J. STODLEY  
 COUNTY: PRINCE EDWARD COUNTY

REVISIONS	
NO.	DESCRIPTION

**DENSITY MAP**  
 DATE: 11/28/2023  
 TIME: 1:02:56 PM  
 USER: JSTODLEY  
 PROJECT: 01/09/2024  
 SHEET: #1601.026  
 COUNTY: PRINCE EDWARD COUNTY

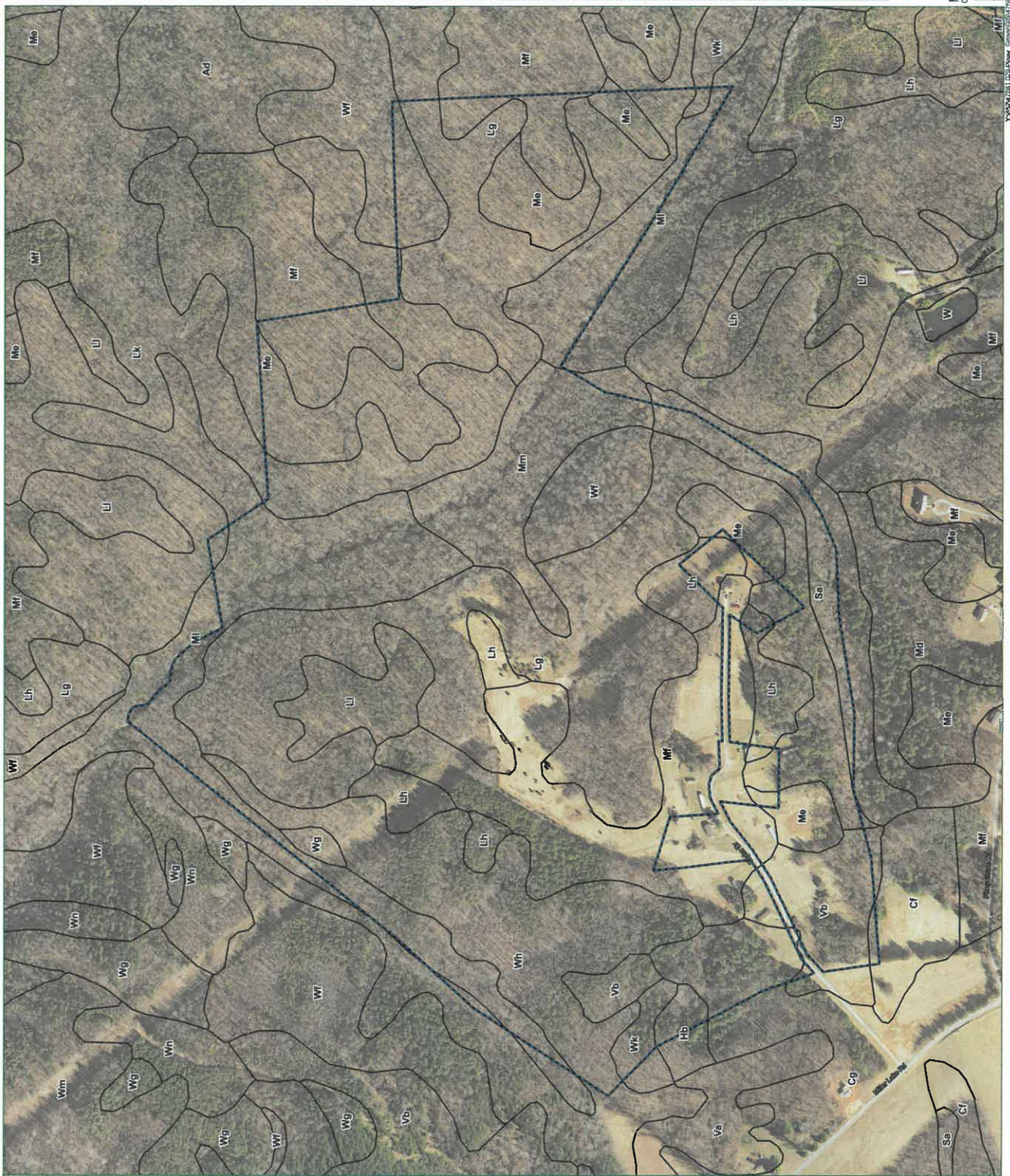


SCALE (MILES)  
 0 1 2  
 1" = 1 MI  
 C7.0



- Legend**
- Project Limits - 170.8 Acres
  - Five Mile Buffer
  - Solar Facilities
  - ✈ Airports
  - Airport Buffer - 1 Mile
  - County Boundary

**NOTES:**  
 1. COUNTY BOUNDARY FROM VDEM.  
 2. AIRPORT DATA FROM ESRI.  
 3. USGS TOPOGRAPHIC BASEMAP FROM ESRI.



**Legend**  
 Project Limits - 170.8 Acres  
 Prince Edward Soils

Mapunit Symbol	Mapunit Name
Cf	Cecil fine sandy loam, rolling phase
Cg	Cecil fine sandy loam, undulating phase
Lg	Louisiana fine sandy loam, undulating phase
Lh	Louisiana fine sandy loam, eroded rolling phase
Lk	Louisiana fine sandy loam, eroded rolling phase
Ll	Louisiana fine sandy loam, eroded steep phase
Li	Louisiana fine sandy loam, eroded undulating phase
Me	Madison fine sandy loam, rolling phase
Mf	Madison fine sandy loam, undulating phase
Mj	Mixed alluvium, poorly drained
Mm	Seneca fine sandy loam
Sa	Seneca fine sandy loam, undulating phase
Vb	Venice sandy loam, eroded hilly phase
Vc	Venice sandy loam, eroded steep phase
Vd	Venice sandy loam, eroded steep phase
Ve	Venice sandy loam, eroded steep phase
Vf	Venice sandy loam, severely eroded hilly phase
Vg	Venice sandy loam, severely eroded hilly phase
Vh	Venice sandy loam, severely eroded hilly phase
Vj	Venice sandy loam, severely eroded hilly phase
Vk	Venice sandy loam, severely eroded hilly phase

**NOTES:**  
 1. SOILS DATA FROM SSURGO.  
 2. AERIAL IMAGERY FROM VGIN.

CEP Solar, LLC  
PRINCE EDWARD COUNTY, VIRGINIA  
Special Use Permit Conditions – Piney Grove Site

**SECTION I. GENERAL PROVISIONS**

1. This Special Use Permit applies to the following properties for which a special use permit application was submitted:  
Tax Map Parcel Identification Number: 069-A-3, 069-A-9, and 069-A-10  
The Special Use Permit application was submitted on 02/02/2024 by CEP Solar, LLC on behalf of the owners of the said properties, and compliance with these conditions is the express duty of, and these conditions shall bind, the Applicant and any assignee of the Applicant who operates the Solar Facility.
  
2. The Site shall be developed, constructed, operated, and decommissioned in compliance with all of the following:
  - a. All applicable federal, state, and local laws, statutes, ordinances, and regulations.
  - b. All written agreements entered into between the Applicant and the County, expressly including, but not limited to, a Solar Facility Siting Agreement.
  - c. The Site Plan approved by Prince Edward County.
  - d. The Decommissioning Plan approved by Prince Edward County.
  - e. The Emergency Response Plan approved by Prince Edward County.
  - f. The Construction Traffic Management Plan approved by Prince Edward County.
  - g. The Erosion and Sediment Control Plan approved by Prince Edward County.
  - h. The Stormwater Management Plan approved by Prince Edward County and/or DEQ.

Violation by the Applicant or by any one or more of Applicant's agents, employees or contractors of any terms, conditions, or provisions of any of the foregoing shall constitute a violation of this Special Use Permit if Applicant has failed to begin and diligently pursue (or has failed to cause its agents, employees or contractors, as applicable, to begin and diligently pursue) correction of the violation within thirty (30) days after written notice by the County to Applicant.



3. The following terms shall have the following meanings if or when used in these Conditions:
- a. **"Abandoned"** means the discontinuation of power generation by the Solar Facility for a period of at least 180 consecutive days, except in the event of a force majeure event requiring reconstruction.
  - b. **"Applicant"** means CEP Solar, LLC.
  - c. **"Approved Site Plan"** means the detailed drawing showing all equipment, excavation, landscaping, and other changes or improvements to be made to the real property or properties for the development of the Project following approval of the Special Use Permit Application by the Prince Edward County Planning Commission, and the Prince Edward County Board of Supervisors and administrative review and approval by Prince Edward County staff.
  - d. **"Board"** means the Board of Supervisors of Prince Edward County, Virginia.
  - e. **"Commercial Operation"** means the period beginning on the date that the sale of electricity generated from the Solar Facilities to a third party through the Grid commences pursuant to a Power Purchase Agreement and terminating contemporaneously with the commencement of Decommissioning.
  - f. **"County"** means Prince Edward County, Virginia.
  - g. **"County Administrator"** means the county administrator of Prince Edward County, Virginia.
  - h. **"Decommission" or "Decommissioning" or "Decommissioning Activities"** means the work on the Solar Facility to remove improvements on the real property and to otherwise comply with the Decommissioning Plan.
  - i. **"Decommissioning Commencement Date"** means the earliest date on which Decommissioning is required to begin under the terms set forth in these Special Use Permit Conditions.
  - j. **"Decommissioning Plan"** means the plan for Decommissioning Activities submitted by CEP Solar, LLC and approved by the County.
  - k. **"Grid"** means the interconnected network for delivering electricity from producers to consumers (consisting of generating stations, electrical substations, high voltage transmission lines, and distribution lines that connect individual customers) to which the Project is connected and provides power.
  - l. **"Investor Owned Utility Company"** means an electric utility as defined in Section 56-576 of the Code of Virginia.
  - m. **"Operator"** means any party which undertakes the management, maintenance, and operation of the Solar Facility, including, but not limited to, as assignee of the Applicant.

- n. **“Power Purchase Agreement”** means the written agreement pursuant to which electricity generated from the Solar Facilities is sold to a third party.
  - o. **“Project”** means the Solar Facility on the parcel, including the following: (i) the development, design, procurement, construction, installation, commissioning, testing, interconnection, and start-up of the Solar Facility on the Site; (ii) the operation, repair, replacement, and maintenance of the Solar Facility on the Site; and (iii) the decommissioning and removal of the Solar Facility from the Site.
  - p. **“Related Entity”** or **“Related Entities”** means any two or more entities described in I.R.C. § 267(b).
  - q. **“Site”** or **“Solar Facility Site”** means all properties to be leased or purchased by the Applicant or any Related Entity for development in connection with the Project, identified as follows: Prince Edward County Tax Map Identification Number 069-A-3, 069-A-9, and 069-A-10.
  - r. **“Site Plan”** means the detailed drawing showing all equipment, landscaping, roads, retention facilities, fencing, buffers, and other changes or improvements to be made to the real property or properties for the development of the Project.
  - s. **“Solar Facility”** or **“Solar Facilities”** means the Site together with all equipment, apparatus, or other items of personal property used for the construction, operation, or decommissioning of the Project.
  - t. **“Surety Review Date”** means the date by which the Applicant will update the cost estimate in the Decommissioning Plan every ~~seven (7)~~ **five (5)** years and reimburse the County for the actual and reasonable, out-of-pocket costs of each such independent review and analysis by a licensed engineer of each decommissioning cost estimate revision.
4. The Site shall be developed in general conformance with the information and exhibits submitted with the Special Use Permit application (the “SUP” Application), except as modified by associated conditions, the Approved Site Plan, and as required by the land development ordinances of Prince Edward County.
  5. This Special Use Permit (SUP) is issued to the owners of the properties for which the special use permit application was submitted (the Properties) and shall run with the land unless and until this SUP is revoked, expires, or is voided.
  6. An Approved Site Plan shall be required for this use.

7. Prior to the issuance of construction permits, the Applicant shall record in the Circuit Court Clerk's Office of Prince Edward County, Virginia a plat of survey delineating the property boundary and total acreage.
8. The Applicant shall submit an Emergency Response Plan (the "ER Plan") with the submission of the Site Plan. The ER Plan shall include fire suppression methods that can be deployed during both the construction and operation of the project. The ER Plan shall also include a program of education and training to be provided for County emergency response staff covering onsite emergency response.
9. Unless approved in writing by the County, no signage shall be permitted on the Site; except that signage containing notices, warnings, or other information, if required by law or by applicable codes and standards, or deemed by the County to be in the interest of the safety and welfare of the community, shall be required.
10. CEP Solar, LLC will reimburse, or cause to be reimbursed, to the County all reasonable, out-of-pocket costs and fees incurred for professional services engaged for purposes of assisting the County during the application process and during construction, including, but not limited to, legal fees and consulting fees; however legal fees shall not be assessed to CEP Solar, LLC after construction is completed. The purpose of the reimbursement payments is to defray the costs and expenses incurred by the County in connection with (i) the zoning and permitting processes related to the approval of the Solar Facility, (ii) the permitting process with federal and state agencies, as applicable, and (iii) the construction of the Solar Facility. Should the special use permit application submitted by CEP Solar, LLC for the Project not be approved by the County, no reimbursement under this paragraph will be owed by CEP Solar, LLC to the County.
11. The Project owner or operator will, in coordination with the Prince Edward County Fire Department, provide education and training on how to respond in the event of a fire or other emergency on the premises. "Knox Boxes" will be added at access gate locations, so that Fire Department resources can gain access inside the security fence.

## **SECTION II. BUFFERS, HEIGHTS, AND SETBACKS**

12. Buffers throughout the Site shall include the following:

- a. All setbacks shall be no less than those shown on the site plan approved by Prince Edward County.
- b. The Site Plan will identify a maximum extent of Project area, outside of which solar panels or other equipment will not be located. The solar panels or other equipment of the Solar Facility will not be located within the standard setbacks established by Section 7-110 (D) of the County Ordinance.
- c. The Site Plan will include a vegetative buffering plan (the “Vegetative Buffer Plan”) that will limit the visibility of the Solar Facility from the public rights-of-way adjacent to the Site. For purposes of this Condition, “Solar Facility” does not include the perimeter security fencing, gravel access road, or interconnection equipment. Also, the “Solar Facility” is not an objectionable feature, within the meaning of County Ordinance Section 7-110 (F). All vegetative buffering areas, as shown on the Vegetative Buffer Plan, shall enable insolation of the Solar Facility and may be both natural and planted, shall be a part of the approved Project, and should be protected from harvest so long as the Site is operated as a solar facility.
- d. Vegetative buffering areas shall be installed (pursuant to the screening suggestions attached as Exhibit A) and, as necessary, managed to ensure health and preservation of the vegetation. Any vegetative buffering that is dead during the operating period shall be removed and replaced in conformance with the approved site plan, within a six (6) month time period during a typical growing period. The type and height of replacement vegetation shall be similar to that of which was originally planted during construction. In the event that the vegetative buffering is severely damaged due to an unusual weather occurrence or natural catastrophe, the Project shall have one year or one growing season, whichever is sooner, to replace or replant.
- e. A 15’ screening buffer shall be observed with any bordering standing timber harvested after construction of the solar facility.
- f. Electrical lines leaving the solar facility shall be underground until the point of reaching the first pole outside of the facility as to not impact the screening plan unless: (a) otherwise approved by the County in the final site plan; (b) otherwise approved by the County in connection with building permit approvals, including electrical permits; (c) underground lines conflict with

other applicable permitting standards, including environmental permits; or (d) underground lines are not reasonably practical given site constraints.

- g. Any historical resources of significance as determined by the Virginia Department of Historic Resources Map shall be assessed in consultation with VDHR, and if VDHR requires preservation measures, these will be reflected on the Site Plan.
- h. The maximum height of ground mounted systems, equipment, and structures, as measured from the grade or base of the improvements to the highest point, shall not exceed eighteen (18) feet in height. Excluded from this height requirement are overhead electric distribution and transmission lines and poles, project substation, and utility switchyard.

### **SECTION III. CONSTRUCTION, TRAFFIC, and ROAD REPAIRS**

- 13. Subject to compliance with applicable site safety requirements and upon reasonable prior notice, the County Administrator, building official, zoning administrator, or environmental codes and compliance officer, or any party or parties designated by any one or more of those county officials, including other federal, state, or local government officials, shall be allowed to enter the Site at any time during construction. Once the facility has commenced Commercial Operation, subject to compliance with applicable Site safety requirements, County officials may enter the Site upon at least one week's advance notice to the Solar Facility liaison.
- 14. All construction entrances for the Site shall be in general conformance with the information and exhibits submitted with this Special Use Permit application and must be authorized and approved by the Virginia Department of Transportation (VDOT).
- 15. All construction activity shall be conducted during daylight hours Monday-Saturday. Activities allowed on Sundays include only the following: onsite planning, walking and riding the Site by passenger vehicle (not heavy construction trucks or equipment), office work, and other activities that do not produce large quantities of traffic on the surrounding roads or loud construction noises within the Site. The Applicant shall comply with the Prince Edward County Noise Ordinance Chapter 46, Article II during operation but shall not be required to do so during construction.

16. All heavy construction traffic, including, but not limited to, dump trucks, tractors and trailers, supplier vehicles, and trucks hauling equipment shall enter the site at the designated private driveway along Taylor Drive.
17. The Applicant shall submit a Construction Traffic Management Plan (“CTMP”) as part of the Site Plan. The CTMP shall address traffic control measures, an evaluation of the condition of the public roads along the Delivery Routes prior to construction, and a description and an estimate of any anticipated repairs to public roads that may arise due to damages attributable to construction of the Solar Facilities, which CTMP must be reviewed by a third-party selected by the County and paid by, and at the sole cost of, the Applicant.
18. Dust containment measures shall be utilized at all times, as necessary, to contain dust from constituting a nuisance to nearby residents.
19. No burning of stumps and/or debris will be allowed onsite at the subject solar facility.
20. The Solar Facilities shall be enclosed within chain link security fencing not less than six (6) feet in height.
21. The Project will not utilize permanent lighting. If installed at a later date, lighting will be downward facing, motion activated security lighting located at the Project entrance gate or at the control panels near the equipment pad.
22. Prior to commencement of construction, the Applicant shall provide the County a bond equal to 100% of the cost of the anticipated repairs to be made to the public road along the Delivery Routes, as defined in paragraph 22 below, including the entire public right of way along the Delivery Route. The bond may be in the form of a letter of credit, a surety bond, or a cash bond given to the County, to be held by the County without interest, but the form of any surety bond must be approved by the County Administrator. The County will release, return, and terminate the roadway surety upon completion of construction and Commercial Operation of the Project.
23. Delivery Routes to the site shall include State Route 606 (Piney Grove Road), from its intersection with US 460 (Prince Edward Highway), to State Route 613 (Miller Lake Road), to the private road (Taylor Drive), to the CEP Solar, LLC site entrance.

24. The Solar Facilities shall have commenced construction within three (3) years of approval. The ~~Zoning Administrator~~ **Board of Supervisors** may approve one ~~or more~~ extensions of up to one (1) year ~~each~~ upon written request from the Applicant detailing the need for an extension. ~~If Applicant's extension request is based on the fact that it has not yet secured requisite state and federal approvals (and Applicant has diligently pursued such approvals), or that the interconnection utility has not completed their work needed to operate the facility, the Zoning Administrator shall approve the extension request.~~
25. Solar panels will be constructed, maintained, and operated in accordance with national industry standards and regulations including the National Electrical Code, International Fire Code of the International Code Council and the National Fire Protection Association Fire Code, as provided in Va. Code 15.2-2286. In the event of a conflict between the national industry standards and these Conditions, the national industry standards shall control so that as technology advances, updated technology may be used by the Applicant. Notwithstanding any of the foregoing, the use of any of the following materials at any time, whether in construction, maintenance, or operation of the facility.
26. Storage on the Site of power generated by the Facility or generated elsewhere is prohibited.
27. No panels, inverters, pyranometers, substations, or any other component of the Solar Facility, except fencing, shall be located in a floodplain.
28. Upon completion of the construction of the Solar Facilities, the Applicant shall submit a post-construction evaluation of the condition of the roads along the Delivery Routes to the County Administrator for approval. The post-construction evaluation shall include a plan for repairing any damage caused to the public roads along the Delivery Route directly attributable to the Applicant. The Applicant shall be responsible for causing such repairs to be completed to the satisfaction of the VDOT and shall be responsible for coordination of repairs with VDOT. All roadway repairs along the Delivery Routes shall be made at the sole expense of the Applicant.

#### **SECTION IV. ENVIRONMENTAL**

29. The Applicant shall submit a Stormwater Management Plan and an Erosion and Sediment Control Plan as part of the Site Plan. The Applicant shall reimburse, or cause to be reimbursed to, the County all reasonable, out-of-pocket costs incurred

by the County related to retaining such third-party inspectors, plan reviewers, and advisors as reasonably necessary for project review and inspections. All such payments shall be remitted to the County within thirty (30) days of invoicing. The County shall retain the right to inspect the Site to verify the findings of the third-party inspectors upon reasonable, prior notice and subject to compliance with Site safety requirements. The phasing of land disturbance shall be detailed in the Erosion and Sediment Control plan and accompanying project narrative.

30. Stabilization of the Site shall be maintained at all times in compliance with Virginia Department of Environmental Quality (DEQ) standards, rules, requirements, and regulations. The Applicant and the Operator, or either one of them, shall notify the County within twenty-four (24) hours of receiving any DEQ notice of less than full compliance by the Project and shall, within forty-eight (48) hours of receipt, provide the County with a copy of the notice. Thereafter, the Applicant and the Operator, or either one of them, shall provide to the County within forty-eight (48) hours of transmission or receipt copies of all correspondence with DEQ regarding Project noncompliance issue until such time as the matter is fully resolved to the satisfaction of DEQ.
31. Soil testing shall be conducted on the Site as follows:
  - a. Testing shall be conducted in no less than three (3) locations on the Site, at least one location being within proximity to panels of each different type or manufacturer. Samples will be collected from a depth of six inches below ground surface.
  - b. Testing shall be conducted prior to the issuance of a land disturbance permit and ~~every five years~~ **annually** thereafter. Testing also shall be conducted immediately prior to Decommissioning and immediately following the termination of Decommissioning.
  - c. Samples shall be analyzed for Priority Pollutant 13 Metals (arsenic, antimony, beryllium, cadmium, chromium, copper, lead, mercury, nickel, selenium, silver, thallium, and zinc) in accordance with EPA methods SW 6020, SW 6020A, SW1312, and 200.8.
  - d. Testing shall be performed by a service provider retained by the Operator but approved by the County.



- e. A test report for each testing event, including an executive summary, shall be provided to the Prince Edward County zoning administrator within ten (10) days of the completion of such report.
- f. No costs shall be incurred by Prince Edward County for soil testing or reports of soil testing provided to Prince Edward County.

## **SECTION V. DECOMMISSIONING**

- 32. Decommissioning shall be conducted in accordance with the Decommissioning Plan approved by Prince Edward County.
- 33. The Applicant or the Operator shall provide a Notice of Decommission to the County Administrator of Prince Edward County within thirty days of a determination to cease Operation of the Solar Facility.
- 34. Prior to the commencement of construction, the Applicant shall submit to the County and receive County approval of a Decommissioning Plan. The Applicant shall comply with all terms and conditions of the Decommissioning Plan as approved by the County. The Decommissioning Plan at a minimum shall include provisions regarding the following:
  - a. Specifications for the removal of all solar equipment, buildings, cabling, electrical components, foundations, pilings, and fencing.
  - b. A requirement that all Site real property must be restored to the condition of the property as of the date Construction commences (reasonable wear and tear excepted).
  - c. A requirement that the property must be stabilized so as to adequately control, prevent, and minimize any and all erosion or sediment runoff, consistent with the approved Erosion and Sediment Control Plan.
- 35. Decommissioning shall begin immediately after the Facility has, for a period of six (6) consecutive months, ceased operating as a solar energy facility distributing energy to the electrical grid and shall be diligently pursued, as determined by the County in its sole discretion, and completed within eighteen (18) months from the Decommissioning Commencement Date. Prior to its expiration, the County may extend this Decommissioning period by six (6) months if the County finds that the Operator commenced Decommissioning the Solar Facility diligently and continuously worked to Decommission the Facility throughout the

Decommissioning period, and is reasonably expected to complete the Decommissioning within the additional six month period.

36. Periods during which the Facility is not operational for maintenance, repair, or due to a catastrophic event beyond the control of CEP Solar, LLC during which time CEP Solar, LLC works diligently to return the Facility to full Commercial Operation, shall not constitute the cessation of operations requiring the initiation of Decommissioning requirements herein. CEP Solar, LLC must provide written notice and evidence of the Solar Facility status and repair efforts to the County Administrator during the period in which the Solar Facility is not fully operational. Such notice shall identify the last day on which the Facility was fully operational. Regardless of the efforts of CEP Solar, LLC to return the Solar Facility to full Commercial Operation, if the Solar Facility does not operate as a solar energy facility distributing energy to the electrical grid after the catastrophic event for a period of eighteen (18) months, the Project shall be deemed Abandoned and CEP Solar, LLC shall commence Decommissioning no later than the 548th day after the catastrophic event.
37. Any change of party responsible for Decommissioning of the facility, or change in any part of the contact information, shall be reported to the County Administrator within sixty (60) days of the change(s).
38. If Decommissioning Activities are not completed within the allotted time, or if the Project is Abandoned, the County may complete or have completed at its expense the Decommissioning Activities required under the terms of the Decommissioning Plan and may recover all costs of completing those Decommissioning Activities from the surety provided as set forth herein.
39. To secure the costs of Decommissioning, CEP Solar, LLC or its successor shall at all times, beginning at commencement of construction and until the termination of Decommissioning, provide financial surety in a form and in an amount approved by the County. If the Solar Facility is transferred to a public utility or an Investor or Member Owned Utility Company (e.g.: Dominion Energy, Old Dominion Electric Cooperative or its successor entity), the surety required of the Applicant may be cancelled at the time of the transfer and no further surety will be required.
40. The amount of the surety required shall be 100% of the estimated Decommissioning costs estimated at each Surety Review Date, less the scrap or repurposing value of the Solar Facility. The estimated costs and surety to meet the above requirements

shall be reviewed by the County Administrator on each Surety Review Date, at which time the County Administrator shall determine if the estimates adequately reflect the Decommissioning costs and any scrap or repurposing value and that the surety will guarantee performance. Should the County Administrator determine that estimated costs and surety are insufficient, the County Administrator and CEP Solar, LLC shall mutually agree to determine the correct surety amount; and CEP Solar, LLC shall then provide the agreed, adequate surety within one hundred eighty (180) days following the Surety Review Date or, if later, within thirty (30) days after the County Administrator and CEP Solar, LLC agree on the adequate surety amount.

41. Surety must be provided in the form of a cash bond deposited with the County; by an irrevocable letter of credit provided for the County's benefit; or by a surety bond listing the County as the obligee, a hypothecated account, an escrow account, or a guaranty issued by a credit-worthy entity, or as otherwise provided in Section 15.2-2241.2 of the Code of Virginia.
  - a. A cash bond shall be in the form of a cashier's check or certified check deposited with the County which has cleared all issuing institutions. Any interest accruing on such funds shall be added to the total amount and retained by the County for Decommissioning. The deposit shall be accompanied by a letter agreement, acceptable to, and issued by, the County Administrator, confirming that the cash deposit is to be held by the County to guarantee the performance of the Decommissioning work required herein, and should the Solar Facility be Abandoned or should the Decommissioning work not be diligently undertaken or performed according to the requirements herein, or should the Special Use Permit be revoked, lapse, expire, or be voided due to violation thereof, the County may expend the deposited funds to undertake the Decommissioning work required herein, without more, after providing written notice to the person identified as owner of the property in the land records of Prince Edward County as of the date of the notice. Within six (6) months of the completion of the Decommissioning work required herein by a person or entity other than the County or a contractor engaged by the County, as confirmed by the County Administrator, the cash bond and accrued interest, less any amounts expended by the County as allowed herein, shall be released and paid to CEP Solar, LLC or, if the Project has been Abandoned, to the person identified as owner of the property in land records of Prince Edward County as of the date of the completed Decommissioning or as otherwise directed by that owner of the property.

- b. An irrevocable letter of credit shall mean an instrument provided by a lending institution guaranteeing payment to the County within seventy-two (72) hours of the County's written notice to the institution that the Solar Facility has been Abandoned or the Decommissioning Activities have not been diligently undertaken or performed according to the requirements herein and demand to the institution for the funds, without more. The letter of credit shall have no expiration date or required renewal and shall remain in effect for the benefit of the County and shall under no circumstances be withdrawn before the Decommissioning Activities required herein are completed or the amount guaranteed has been fully drawn by the County. The letter of credit shall require that the County be notified thirty (30) days prior to any cancellation or alteration of the letter of credit. Should the County receive notice that the letter of credit will be cancelled or otherwise become unavailable or decrease, or should this Special Use Permit be revoked, lapse, expire or be voided due to violation thereof by CEP Solar, LLC, the County may, immediately draw down the entirety of the letter of credit and convert the surety to a cash bond to be deposited with the County and subject to the terms herein; this shall be specifically reflected in the language of the irrevocable letter of credit. The County may expend the guaranteed funds, without more, to undertake the Decommissioning Activities required herein and required pursuant to the terms of the Decommissioning Plan after providing written notice to CEP Solar, LLC or, if the Project is Abandoned, to the person identified as the owner of the Property in the land records of Prince Edward County as of the date of the notice. Within six (6) months following the completion of the Decommissioning Activities required herein and required pursuant to the terms of the Decommissioning Plan by a person or entity other than the County or a contractor engaged by the County, as confirmed by the County Administrator, the letter of credit shall be released by the County and any amounts drawn on the letter of credit, less any amounts expended by the County as allowed herein, shall be released and paid to CEP Solar, LLC or, if the Project has been Abandoned, to the person identified as owner of the property in land records of Prince Edward County as of the date of the completed Decommissioning or as otherwise directed by that owner of the property.
- c. A surety bond shall mean a bond issued by a company with an AM Best rating of A++, that is treasury listed, and that is licensed to do business in the Commonwealth of Virginia. The surety bond shall list the County as an obligee and shall remain in effect for the benefit of the County and shall under no circumstances be withdrawn or cancelled before the Decommissioning

Activities required herein and required by the terms of the Decommissioning Plan are completed or the amount guaranteed has been fully paid to the County. The surety bond shall require that the County be notified thirty (30) days prior to any cancellation or alteration of the bond. Should the County receive notice that the surety bond will be cancelled or otherwise become unavailable or decrease below the limits required herein, or should the Special Use Permit be revoked, lapse, expire or be voided due to violation thereof by CEP Solar, LLC, the County may, immediately file a claim, for the entirety of the amount of the bond, the guarantor shall pay the amounts guaranteed and the County shall convert the surety to a cash bond to be deposited with the County and subject to the terms herein; this shall be specifically reflected in the language of the surety bond. The County may expend the guaranteed funds, without more, to undertake the Decommissioning Activities required herein and required pursuant to the terms of the Decommissioning Plan, after providing written notice to CEP Solar, LLC, or, if the Project is Abandoned, to the person identified as the owner of the Property in the land records of Prince Edward County as of the date of the notice. Within six (6) months following the completion of the Decommissioning Activities required herein by a person or entity other than the County or a contractor engaged by the County, as confirmed by the County Administrator, the surety bond shall be released by the County, and the bond funds paid to the County less any amounts expended by the County as allowed herein, shall be released and paid to CEP Solar, LLC or, if the Project has been Abandoned, to the person identified as owner of the property in land records of Prince Edward County as of the date of the completed Decommissioning or as otherwise directed by that owner of the property.

42. Should this Special Use Permit be revoked, lapse, expire, or be voided due to violation thereof, the County may immediately draw down all of the surety funds and convert them into a cash bond for purposes of Decommissioning as set forth hereunder and as set forth in the Decommissioning Plan. In such case, no contractual agreement shall be required for the cash bond. This shall be reflected in the surety provided.
43. Should the funds guaranteed for the Decommissioning Activities for any reason not be sufficient for the County to complete the Decommissioning Activities as allowed for herein and as set forth in the Decommissioning Plan, CEP Solar, LLC or its successor, shall be and shall remain liable to the County for the difference between the guaranteed funds and the amounts required to Decommission the Solar Facility and shall pay the difference to the County upon demand. The County shall not be

liable to any party in any way for the funds drawn pursuant to the conditions set out herein and expended in relation to Decommissioning.

44. Should the Facility be Abandoned, or should the Special Use Permit be revoked, lapse, expire, or be voided due to violation thereof, or should the Decommissioning Activities not be diligently undertaken or performed, and should the County draw down the funds for the purpose of performing the Decommissioning Activities and mobilize its contractors to perform the Decommissioning Activities or otherwise incur liability to its contractors for the performance of the Decommissioning Activities, CEP Solar, LLC, its successor or agent, shall have no right to perform the Decommissioning Activities unless specifically authorized by the County in a writing that confirms that the County has incurred no liability to any contractors to perform the Activities or that any such liability is transferrable as deemed acceptable to the County. The Applicant or the Operator shall immediately, upon written demand by the County or any person or entity authorized to act on behalf of the County, without more, grant or release to the County, or any person or entity authorized to act on behalf of the County, under terms deemed acceptable by the County, all necessary real property rights, personal property rights, either or both, as determined solely by the County, other than fee simple ownership or a leasehold interest of the real property, so that the County or any person or entity authorized to act on behalf of the County may undertake any required Decommissioning Activities that have not otherwise been performed as required. This shall include, but may not be limited to, releasing any interest in the personal property, facilities, fixtures, and structures which are to be removed and recycled, disposed of, or otherwise demolished.

Language removed = ~~Strikethrough~~

Language added per BOS = **Bold and underlined**



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** June 11, 2024  
**Item #:** 15  
**Department:** Community Development  
**Staff Contact:** Robert Love  
**Agenda Item:** CEP Solar, LLC – Miller Lake Site SUP

**Summary:**

The County has received an application request by CEP Solar, LLC for a Special Use Permit to construct and operate a 5MWac solar energy facility on land totaling 81.2+/- acres denoted as Tax Map Parcels 069-A-15 and 069-A-16, located on the south side of Piney Grove Road (Route 606), across from its intersection with Campbell Lane. This parcel is in the A1, Agricultural Conservation zoning district and the use requires a Special Use Permit.

The purpose of the Special Use is to allow for the location of a community solar energy facility. The applicant stated that the proposed facility will not be seen nor heard and will not impact adjacent properties. The facility will not generate noise, light, dust, odor, fumes, or vibrations. Water quality will be addressed according to Virginia Stormwater Management Permit requirements and the site will not generate any significant amount of traffic with the main traffic occurring temporarily during the construction phase. Attachment (2) is a list of updated Potential Conditions that reflects the revisions requested at the May 14, 2024 Board of Supervisors Meeting. Attachment (3) is a Memorandum of Option Agreement for Easement for the access road with adjoining landowner.

**Attachments:**

- 1. Special Use Permit Application Form and Site Plan (Full application packet is available electronically on the County website & hardcopy is on file in the Community Development Office.)
- 2. Revised Potential Conditions
- 3. Memorandum of Option Agreement for Easement

**Recommendation:**

- 1. Review the updated documents and render a decision on the Special Use.

**Recommended Motions:**

I move that the Board of Supervisors approve the Special Use Permit request by CEP Solar, LLC for the proposed 5MWac solar energy facility with the following conditions: *(list of conditions)*

**OR**

I move that the move that the Board of Supervisors deny the Special Use Permit request by CEP Solar, LLC for the proposed 5MWac energy facility due to the following: *(list reasons)*

**OR**

I move that the Board of Supervisors defer a decision on the Special Use Permit request by CEP Solar, LLC for the proposed 5MWac solar energy facility until the next meeting in order to: *(list reasons)*

Motion \_\_\_\_\_ Cooper-Jones \_\_\_\_\_ Gilliam \_\_\_\_\_ Pride \_\_\_\_\_  
Second \_\_\_\_\_ Emert \_\_\_\_\_ Jenkins \_\_\_\_\_ Townsend \_\_\_\_\_  
Jones \_\_\_\_\_ Watson \_\_\_\_\_

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: CEP Solar, LLC  
Applicant's Address: 2201 W Broad St. Suite 200 Richmond, VA 23220  
Applicant's Telephone Number: {773} 757-7725

Present Land Use: Mixed forest

Legal Description of Property with Deed Book and Page No. or Instrument No. Please see attached.

Tax Map # 069 A 16 and 069 A 15      Acreage : 81.2

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

Statement of general compatibility with adjacent and other properties in the zoning district. (Attach additional sheet if necessary.) Please see attached statement.

Height of Principal Building (s): Feet N/A      Stories N/A

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 1/24/2024  
Signature of Applicant (if not property owner)

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 1-24-24  
Signature of Property Owner(s)

\_\_\_\_\_  
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 [Signature]      Date 2/8/2024

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.

Mall to: Department of Planning &  
Community Development  
P. O. Box 382  
Farmville, VA 23901  
(434) 392-8837



## 1. Project Details

CEP Solar, LLC (“Applicant”) is seeking approval of a Special Use Permit (SUP) to enable it to construct and operate a solar energy facility with a maximum nameplate capacity up to 5-Megawatts alternating current (MWac). The Miller Lake Solar project (the “Project”) is proposed to be situated on two parcels owned by the Shirley N. Fowlkes Family LLC, Parcel Numbers 069-A-15 and 069-A-16. The land is currently mixed forest. The Project will be located along the intersection of Piney Grove Road and Miller Lake Road.

The project will contain 2 parcels, equaling 81.2 acres. The Project area is 61 acres, with approximately 35.6 acres of solar panels and Project infrastructure. Thus, while Miller Lake Solar is in operation, there will be approximately 45.6 acres of a combination of open green space, forestland, and other vegetation, a portion of which will be used for required setbacks, buffers, and natural resource protection.



2 parcels totaling 81-acres,  
owned by a private  
landowner

The Project site is approximately nine miles southeast of the town of Farmville. Site control has been secured through an option to lease agreement as demonstrated in [Exhibit 8.14 Site Control](#). The Project will deliver clean and cost-competitive energy through a distribution circuit running along Piney Grove Road that connects to Southside Electric’s Moran substation.



Approximately 35.6 acres for  
the solar field



Approximately 45.6 acres of  
the Project is setback,  
vegetative buffer, and  
natural resource protection

The Project is developed by CEP Solar, a Richmond-based renewable energy development company focused on providing sustainable energy solutions in the Commonwealth of Virginia. CEP Solar submits this Application in compliance with the County Zoning Ordinance requirements for a utility-scale solar energy facility. We share the County’s commitment to ensure that the best practices in solar development are being implemented in Prince Edward County and we look forward to demonstrating that commitment with this Project.

The Project’s final site plan will be completed after field surveys have been conducted, and it will be submitted to the County along with construction plans at the time of final site plan application.

# MILLER LAKE SOLAR

## 5 MWac SOLAR ELECTRIC POWER GENERATION FACILITY SPECIAL EXCEPTION PERMIT

PRINCE EDWARD COUNTY, VIRGINIA



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C1.0	COVER SHEET
C2.0	PARCEL AND ZONING MAP
C3.0	CONCEPTUAL SITE PLAN
C3.1	CONCEPTUAL SITE PLAN NOTES AND DETAILS
C4.0	PROPOSED LANDSCAPING MAP
C4.1	PROPOSED LANDSCAPING NOTES AND DETAILS
C5.0	EXISTING BUILDINGS MAP
C6.0	EXISTING LAND USE MAP
C7.0	DENSITY MAP
C8.0	SOILS MAP



DATE: 01/09/2024  
PROJECT NUMBER: PE1011027  
PROJECT NAME: MILLER LAKE SOLAR  
DESIGNER: J. STUCKLEY



This drawing is the property of Timmons Group, Inc. and is loaned to the client for the project identified above. It is not to be used for any other project without the written consent of Timmons Group, Inc.

NO.	DATE	DESCRIPTION

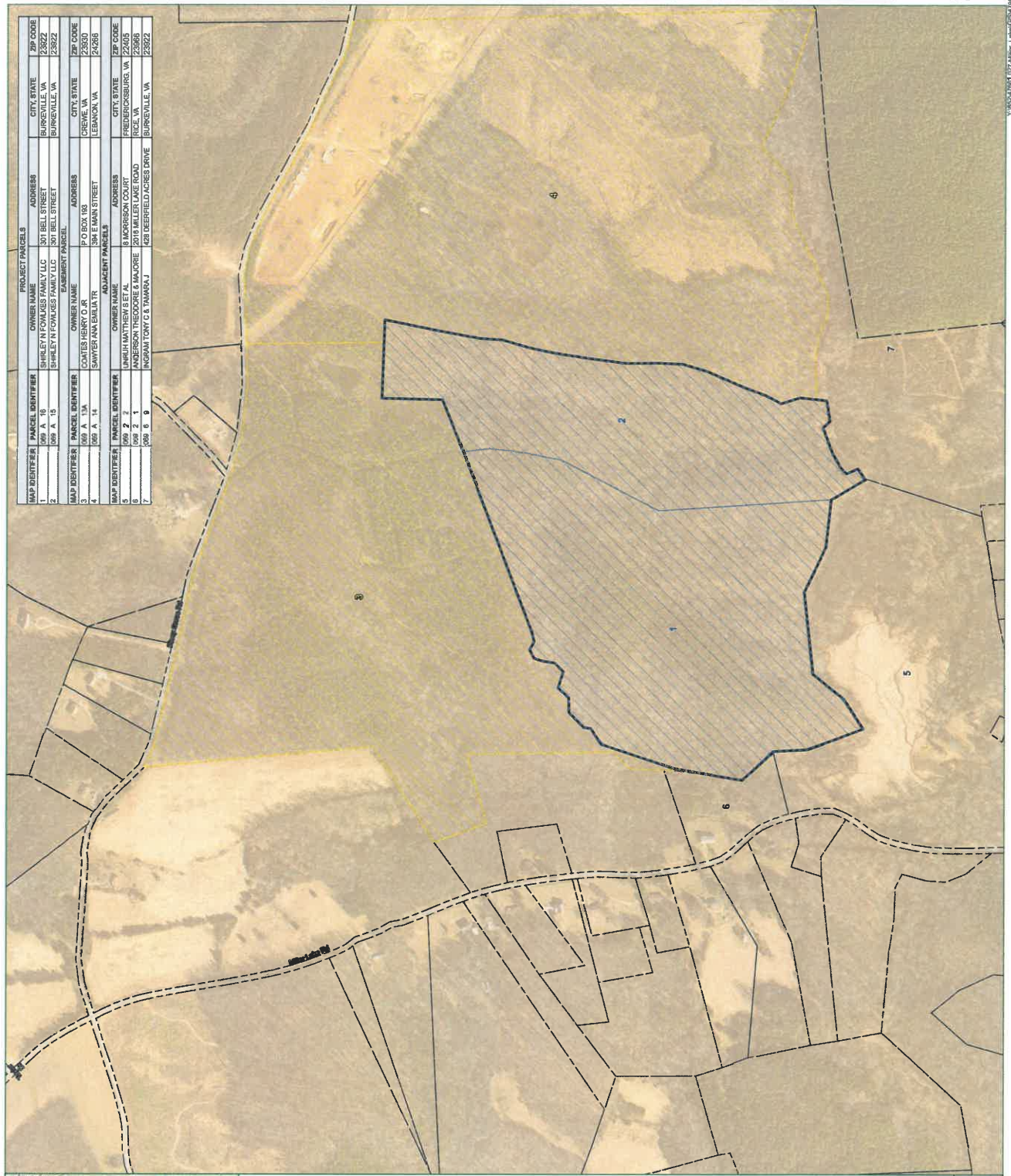
PROJECT NUMBER: PE1011027  
PROJECT NAME: MILLER LAKE SOLAR  
DATE: 01/09/2024

C1.0

**CEP SOLAR, LLC**  
DEVELOPER  
2201 W BROAD STREET, SUITE 200  
RICHMOND, VA 23220  
TEL 804.789.4040

**TIMMONS GROUP**  
ENGINEER  
1001 BOULDERS PARKWAY, SUITE 300  
RICHMOND, VA 23225  
TEL 804.200.6538

CONCEPTUAL SITE PLANS PREPARED BY TIMMONS GROUP  
JANUARY 9, 2024



**Legend**

- Project Limits - 81.2 Acres
- Project Parcel
- Easement Parcel
- Prince Edward County Tax Parcels
- Prince Edward County Zoning
- General Agricultural

**NOTES:**  
 1. AERIAL DATA FROM PRINCE EDWARD COUNTY GIS  
 2. ZONING DATA FROM PRINCE EDWARD COUNTY GIS  
 3. AERIAL IMAGERY FROM VGN.

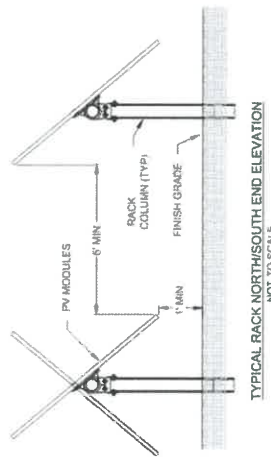


- Legend**
- Project Limits - 81.2 Acres
  - Property Setbacks - 50'
  - Buildable Area - 61.0 Acres
  - Entrance
  - Turnout Location
  - Point of Interconnection
  - Hybrid Inverter
  - Setback Markers
  - Internal Roads
  - Preliminary Gen-Tie
  - National Hydrography Dataset - Streams
  - Fence - 55.5 Acres
  - Panels - 35.6 Acres Under Panel
  - Retained Vegetative Buffer - 15'
  - FEMA Flood Zone - Not Present
  - National Wetlands Inventory
  - National Hydrography Dataset - Waterbodies
  - Wetland and Stream Buffer - 50'
  - Approximate Cemetery Location
  - Cemetery Ingress / Egress Easement
  - Existing Buildings
  - Existing Buildings Buffer - 75'

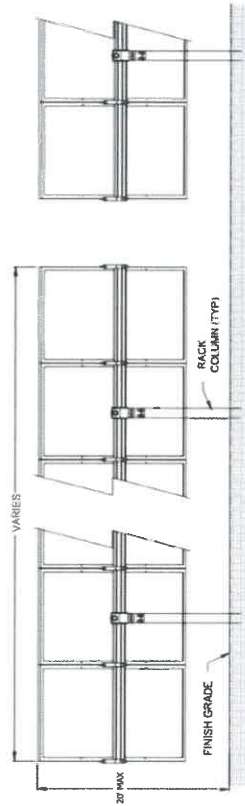
NOTES:  
THIS WORK IS FOR DESIGN PURPOSES ONLY. NOT FOR CONSTRUCTION. LAND SUBMIT CHANGE.  
NATIONAL WETLANDS INVENTORY DATA FROM USFWS.  
NATIONAL HYDROGRAPHY DATASET FROM USGS.  
FLOOD ZONE DATA FROM FEMA'S NATIONAL FLOOD HAZARD LAYER DATA FROM VGIN.  
AERIAL IMAGERY FROM VGIN.  
HYBRID INVERTERS MAY HAVE BATTERY STORAGE CAPABILITIES. BATTERY STORAGE CAPABILITY SHOULD BE CONFIRMED ON THE MAIN BUILDINGS ON ADJACENT PARCELS. A DISTANCE OF AT LEAST 50 FEET FROM ADJACENT PROPERTY LINES. SETBACKS ARE BASED ON THE ADJACENT RESIDENTIAL PARCELS TO BE RETAINED AS BUFFER WHERE IT EXISTS.

**NOTES:**  
 SITE LAYOUT IS FOR DESIGN PURPOSES ONLY. NOT FOR CONSTRUCTION. LAYOUT SUBJECT TO CHANGE.  
 WETLAND DATA FROM NATIONAL WETLANDS INVENTORY.  
 STREAM DATA FROM NATIONAL HYDROGRAPHY DATASET.  
 HYBRID INVERTERS MAY INCLUDE BATTERY STORAGE TECHNOLOGY.  
 PARCEL INFORMATION FROM VGIN.  
 TOPOGRAPHIC CONTOURS FROM VGIN LIDAR.  
 AERIAL IMAGERY FROM VGIN.

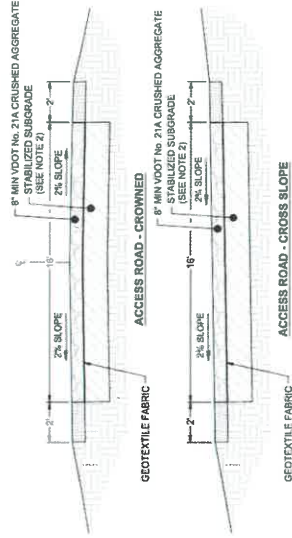
SETBACKS ARE BASED ON PRINCE EDWARD COUNTY SOLAR ORDINANCE. SETBACKS ARE 75 FEET FROM ALL PUBLIC RIGHTS-OF-WAY AND MAIN BUILDINGS ON ADJOINING PARCELS, AND A DISTANCE OF AT LEAST 50 FEET FROM ADJACENT PROPERTY LINES. VEGETATION ON THE PERIMETER OF ADJACENT RESIDENTIAL PARCELS WILL BE RETAINED AS BUFFER WHERE IT EXISTS.  
 A VISIBLE WARNING SIGN AND A 911 ADDRESS SIGN SHALL BE PLACED AT THE ENTRANCE. THE WARNING SIGN WILL IDENTIFY THE OWNER AND INCLUDE A 24-HOUR EMERGENCY CONTACT NUMBER.



TYPICAL RACK NORTH/SOUTH END ELEVATION  
 NOT TO SCALE



TYPICAL TRACKER RACK EAST/WEST SIDE ELEVATION  
 NOT TO SCALE



- NOTES:**
1. GEOTEXTILE FABRIC SHALL BE MR191 PHOTO OR SIMILAR.
  2. GEOTEXTILE FABRIC SHALL BE LAPPED AND REINFORCED AT JOINTS. SUBGRADE SHALL BE PLACED IN 4\"/>

**ACCESS ROAD TYPICAL SECTION**  
 N18

**TIMONS GROUP**  
 FOUR EIGHT SIX SEVEN THROUGH ONE  
 1981 Boulevard Parkway, Suite 101  
 Fairfax, VA 22031  
 (703) 261-8800  
 www.timons.com

**CEPSOLAR**  
 COMMONWEALTH ENERGY PARTNERS  
 2291 W Broad St, Suite 200  
 Richmond, VA 23220

**MILLER LAKE SOLAR**  
 PRINCE EDWARD COUNTY, VIRGINIA  
 PROJECT NUMBER: 17027.027  
 MILLER LAKE SOLAR  
 PREPARED BY: J. STUCKLEY

REVISIONS	
NO.	DESCRIPTION

**CONCEPTUAL SITE PLAN NOTES AND DETAILS**

DATE PLOTTED: 04/11/2017 10:27:56 AM  
 C3.1

# PROJECT AREA DIAGRAM

**DEFINITIONS**

- Open Area: Any area existing from adjacent lots with the property boundary.
- Panel Zone: The area within the buffer zone that is to be maintained as a vegetative area.
- Project Area: Open Area, Buffer Zone, and Panel Zone.
- Screening Wall: A wall or fence that is used to screen the project area from the adjacent lots.

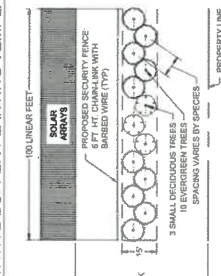
SOURCE: UNIFORM CALIFORNIA DEVELOPMENT CODE (UNIFORM BUILDING CODE)



## VEGETATIVE BUFFER NOTES

- PROVIDE A VEGETATIVE BUFFER CONSISTING OF A STAGGERED ROW OF TREES AND OTHER VEGETATION THAT ARE NON-INVASIVE, NATIVE, POLLINATOR AND WILDLIFE FRIENDLY.
- PRESERVE EXISTING WETLANDS AND WOODLANDS TO SERVE AS NEGATIVE BUFFER IF EXISTING TREES AND VEGETATION ARE DISTURBED. PROVIDE NEW BUFFER PLANTINGS AT LOCATION PROPOSED SCREENING WALL BE LOCATED AND PLANTED AS NEEDED TO SUPPLEMENT THE EXISTING NEGATIVE SCREENING.
- LANDSCAPE ORNAMENTAL PLANTINGS SHOULD BE MAINTAINED AS PER THE LANDSCAPE ORNAMENTAL MAINTENANCE SCHEDULE.
- ALL PLANTINGS MUST BE AT LEAST THREE FEET TALL AT THE TIME OF PLANTING AND MAINTAINED TO A MINIMUM HEIGHT OF SEVEN FEET.
- PLANTINGS SHOULD BE MAINTAINED TO A MINIMUM HEIGHT OF SEVEN FEET FOR THREE TO FIVE YEARS.
- SCREENING WALL SHALL BE MAINTAINED IN GOOD CONDITION UNTIL THE FACILITY HAS BEEN MAINTAINED FOR A MINIMUM OF THREE YEARS ESTABLISHMENT AND MAINTENANCE PERIOD FOR OPTIMAL SCREENING EFFECT.

## VEGETATIVE BUFFER PLANTING TEMPLATE



## RECOMMENDED BUFFER PLANT LIST

- EVERGREEN TREES (REQUIRED TO MITIGATE VISUAL IMPACT)
- BOTANICAL NAME / COMMON NAME
  - KELU, OPAKA / AMERICAN HOLLY
  - JAPANESE VIRGIANUM, BIOWAY / EASTERN RED CEDAR
  - MYRTLE, VIRGIANUM / VIRGINIA MYRTLE
  - MYRTLE, CERRIFIDA / SOUTHERN WAX MYRTLE
  - THUSA OCCIDENTALIS / TEONY / ASHBOURNE
- SMALL TO MEDIUM DECIDUOUS TREES (AS DESIRED FOR POLLINATORS)
- BOTANICAL NAME / COMMON NAME
  - ABELANCHERIA GRANDIFLORA / ALUMINUM BRILLIANCE / DOWNY SERVICEBERRY
  - CAMPARIS CAROLINIANA / AMERICAN HORSEBEECH
  - CRATAGUS VIRENS / WINTER KINZ / HAWTHORN
  - CRATAGUS FLORIDA / FLOWERING DOGWOOD
  - CRATAGUS VIRIDIS / WINTER KINZ / HAWTHORN
- PERENNIAL GRASSES AND FORBS (REQUIRED AS GROUND COVER PER ORDINANCE)
- SEE POLLINATOR-FRIENDLY PERENNIAL GRASS AND FORB SEED MIXTURES

## GROUND COVER PLANTING NOTES

- FOLLOWING INITIAL IMPLEMENTATION OF NOXIOUS WEED AND INVASIVE SPECIES MANAGEMENT PLAN.
- PREPARE SITE SOLUTIONS FOR SEEDING, SOAK, CULTURE, OR OTHER METHODS TO PREVENT WEEDS, GRASSES, FORBS, AND WILDTOWNS PER SEC. 7-110 OF THE PRINCE EDWARD COUNTY ORDINANCE.
- INSTALL VEGETATIVE BARRIERS WITH APPROPRIATE POLLINATOR FRIENDLY NATIVE PLANTS, GRASSES, FORBS, AND WILDTOWNS PER SEC. 7-110 OF THE PRINCE EDWARD COUNTY ORDINANCE.
- CONDUCT VISUAL INSPECTIONS OF VEGETATIVE BARRIERS TO IDENTIFY WEEDS, GRASSES, FORBS, AND WILDTOWNS FOR ERADICATION AND SEEDING CONTROL.
- DURING THE NEXT AVAILABLE SEEDING PERIOD (APRIL OR FALL), SOAK GROUND COVER TO ESTABLISH PERMANENT BARRIERS.
- APRIL, IF SEEDING IS COMPLETED OUTSIDE OF OPTIMAL SEED GERMINATION PERIODS, PAIR A SEEDING WITH A CULTURE, OR OTHER METHODS TO PREVENT WEEDS, GRASSES, FORBS, AND WILDTOWNS. STABILIZATION AND SEEDING CONTROL DURING SEED ESTABLISHMENT PERIOD.
- USE RECOMMENDED SEEDING RATE SPECIFIC TO MIXTURES AND PROPER SEED PACKING FOR OPTIMAL GERMINATION AND SEED ESTABLISHMENT.

## NOXIOUS WEED AND INVASIVE PLANT SPECIES MANAGEMENT PLAN

- GENERAL NOTES**
- CONDUCT VISUAL INSPECTIONS OF WEEDS AND INVASIVE SPECIES
  - USE PROPER EQUIPMENT FOR ALL CONTROL MEASURES
  - TRACTION MOUNTED BRUSH HOOD FOR HEAVY MOWING (MINIMUM PLANT HEIGHT 2'-3' AND HIGH MOWING (MINIMUM PLANT HEIGHT 4" <= 7')
  - BACKGROUND STYLE MOWER OR OTHER DEVICE FOR SPOT SPRAYING APPROPRIATE TO THE CASE OF PESTICIDE
  - AREAS UNABLE TO DIRECTLY ADJACENT TO SOLAR ARRAYS MAY REQUIRE USE OF HAND-HELD EQUIPMENT
  - WORKING WITH PLANTINGS (USUALLY GOALS OR SHEEP WHERE PRACTICAL, AND APPROPRIATE TO PLANT SPECIES PRESENT)
  - REMOVE PROBLEMATIC PLANTS WITH FLOWERS OR SEEDS MANUALLY. PLACE HEAD FIRST IN BAGS AND TRANSPORT TO A DESIGNATED DISPOSAL SITE. DO NOT DISPOSE OF AT LOCAL TRANSFER STATION UNLESS THERE IS A DESIGNATED AREA FOR INVASIVE PLANT REMOVAL AND CHEMICAL CONTROL. TREATMENTS UNDER THE DIRECT SUPERVISION OF A VIRGINIA CERTIFIED PESTICIDE APPLICATOR OR REGISTERED TECHNICIAN.
  - DO NOT APPLY PESTICIDES WHICH CAN FAIL TO BE DETECTED WITHIN 48 HOURS ON WHICH SPECIES EXCEEDS 5 MPH.
- IDENTIFICATION AND CONTROL MEASURES, CONSTRUCTION AND DURING CONSTRUCTION**
- COMPLETE SITE INVENTORY OF NOXIOUS WEED SPECIES AND INVASIVE SPECIES.
  - REMOVE WEEDS AND INVASIVE SPECIES AS IDENTIFIED.
  - REMOVAL AND CONTROL STRATEGIES SHOULD BE IMPLEMENTED TO BEGIN MANAGEMENT PRIOR TO SEEDING.
  - REMOVAL AND CONTROL STRATEGIES SHOULD BE IMPLEMENTED TO BEGIN MANAGEMENT PRIOR TO SEEDING.
  - REMOVAL AND CONTROL STRATEGIES SHOULD BE IMPLEMENTED TO BEGIN MANAGEMENT PRIOR TO SEEDING.
- REGULAR MAINTENANCE AND Ongoing MAINTENANCE SCHEDULE**
- WINTER
    - 1. REVIEW AND REVISE MANAGEMENT PLANS FOR THE UPCOMING YEAR BASED ON OBSERVATIONS FROM THE PRIOR YEAR.
    - 2. PREPARE AS NECESSARY AND SEASONALLY APPROPRIATE.
    - 3. DURING THE ESTABLISHMENT PERIOD, YEARS 1, 2, AND 3, DURING LATE WINTER OR EARLY SPRING, MOW SEEDING AREAS WHEN WEEDS EXCEED 5 MPH TO PREVENT WEEDS FROM SEEDING.
    - 4. DURING THE ESTABLISHMENT PERIOD, THIS SHOULD BECOME THE ONCE-A-YEAR MOWING OR AS NEEDED MOWING.
  - SPRING
    - 1. MOW SEEDING AREAS WHEN WEEDS EXCEED 5 MPH.
    - 2. MOW SEEDING AREAS WHEN WEEDS EXCEED 5 MPH.
    - 3. MOW SEEDING AREAS WHEN WEEDS EXCEED 5 MPH.
  - SUMMER
    - 1. MOW SEEDING AREAS WHEN WEEDS EXCEED 5 MPH.
    - 2. MOW SEEDING AREAS WHEN WEEDS EXCEED 5 MPH.
    - 3. MOW SEEDING AREAS WHEN WEEDS EXCEED 5 MPH.
  - FALL
    - 1. MOW SEEDING AREAS WHEN WEEDS EXCEED 5 MPH.
    - 2. MOW SEEDING AREAS WHEN WEEDS EXCEED 5 MPH.
    - 3. MOW SEEDING AREAS WHEN WEEDS EXCEED 5 MPH.

## RECOMMENDED GROUND COVER SEED MIXES

**SOLAR FARM SEED MIX - UNBROADCAST BUFFER**

ERINER SOLAR FARM SEED MIX - ERINER-106

Date: January 11, 2024

Common Name	Percentage
Artemisia vulgaris	15.00%
Artemisia vulgaris	15.00%
Artemisia vulgaris	15.00%
Artemisia vulgaris	15.00%
Artemisia vulgaris	15.00%
Artemisia vulgaris	15.00%
Artemisia vulgaris	15.00%
Artemisia vulgaris	15.00%

**Net Price/Lb Seed: \$4.59**

Project: Solar Farm Seed Mix - Unbroadcast Buffer

Contract: 13-Cover-18-Solara

100.00% Net Price/Lb Seed: \$4.59

Principle: 2.00% (Contract) - 100.00% (Net Price) = 98.00% (Net Price)

## SHORT NATIVE GRASS SEED MIX FOR USE IN OPEN AREA WITH FENCE AND IN STAGING AREA (POST-CONSTRUCTION) CUSTOM MIX BY ERINER

Date: January 11, 2024

Common Name	Percentage
Artemisia vulgaris	15.00%
Artemisia vulgaris	15.00%
Artemisia vulgaris	15.00%
Artemisia vulgaris	15.00%
Artemisia vulgaris	15.00%
Artemisia vulgaris	15.00%
Artemisia vulgaris	15.00%
Artemisia vulgaris	15.00%

**Net Price/Lb Seed: \$4.59**

Project: Short Native Grass Seed Mix - Custom Mix by Eriner

Contract: 13-Cover-18-Solara

100.00% Net Price/Lb Seed: \$4.59

Principle: 2.00% (Contract) - 100.00% (Net Price) = 98.00% (Net Price)

## DETONATION BASIN SEED MIX (USE ALTERNATIVE SEEDS)

VA SOUTHERN PLANTATION DETONATION BASIN MIX - ERINER-064

Date: January 11, 2024

Common Name	Percentage
Artemisia vulgaris	15.00%
Artemisia vulgaris	15.00%
Artemisia vulgaris	15.00%
Artemisia vulgaris	15.00%
Artemisia vulgaris	15.00%
Artemisia vulgaris	15.00%
Artemisia vulgaris	15.00%
Artemisia vulgaris	15.00%

**Net Price/Lb Seed: \$30.11**

Project: Detonation Basin Seed Mix - Alternative Seeds

Contract: 13-Cover-18-Solara

100.00% Net Price/Lb Seed: \$30.11

Principle: 2.00% (Contract) - 100.00% (Net Price) = 98.00% (Net Price)

**TIMMONS GROUP**  
 YOUR VISION ACHIEVED THROUGH Ours.  
 1800 Timberline Parkway, Suite 200  
 Richmond, VA 23228  
 800.888.4668  
 www.timmons.com

**CEPSOLAR**  
 COMMUNITY ENERGY PARTNERS  
 2251 W. BROAD BL. SUITE 200  
 RICHMOND, VA 23220

**MILLER LAKE SOLAR**  
 PRINCE EDWARD COUNTY,  
 VIRGINIA  
 PROJECT NUMBER: 010092024  
 PROJECT START DATE: 07/01/2024  
 PROJECT END DATE: 07/01/2024  
 MILLER LAKE SOLAR  
 J. STUCKLEY

PREPARED BY:  
 DATE:  
 SCALE:  
 SHEET NO. OF TOTAL SHEETS:

REVISIONS  
 NO. DATE DESCRIPTION

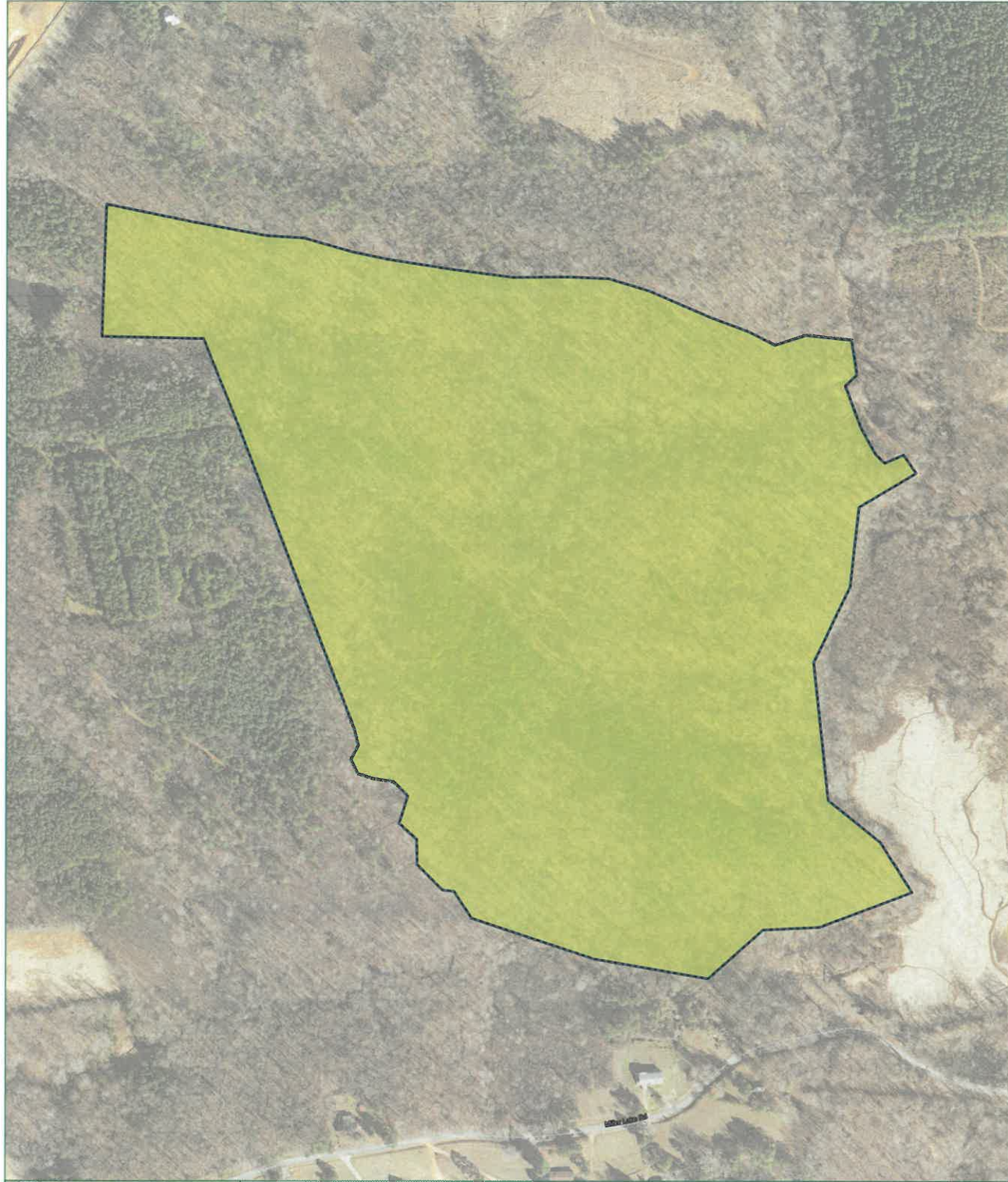
EXISTING BUILDINGS MAP

SCALE (FEET)  
 0 250 500  
 PROJECT NUMBER: 010092024  
 SHEET NO. OF TOTAL SHEETS: 500  
 H: 1" = 200'  
 CS: 0



**Legend**  
 Project Limits - 81.2 Acres  
 Existing Buildings  
 Distance from the Project Limits  
 75'  
 310'

**NOTES:**  
 1. EXISTING BUILDINGS GENERATED FROM AERIAL IMAGERY.  
 2. AERIAL IMAGERY FROM VGIN.

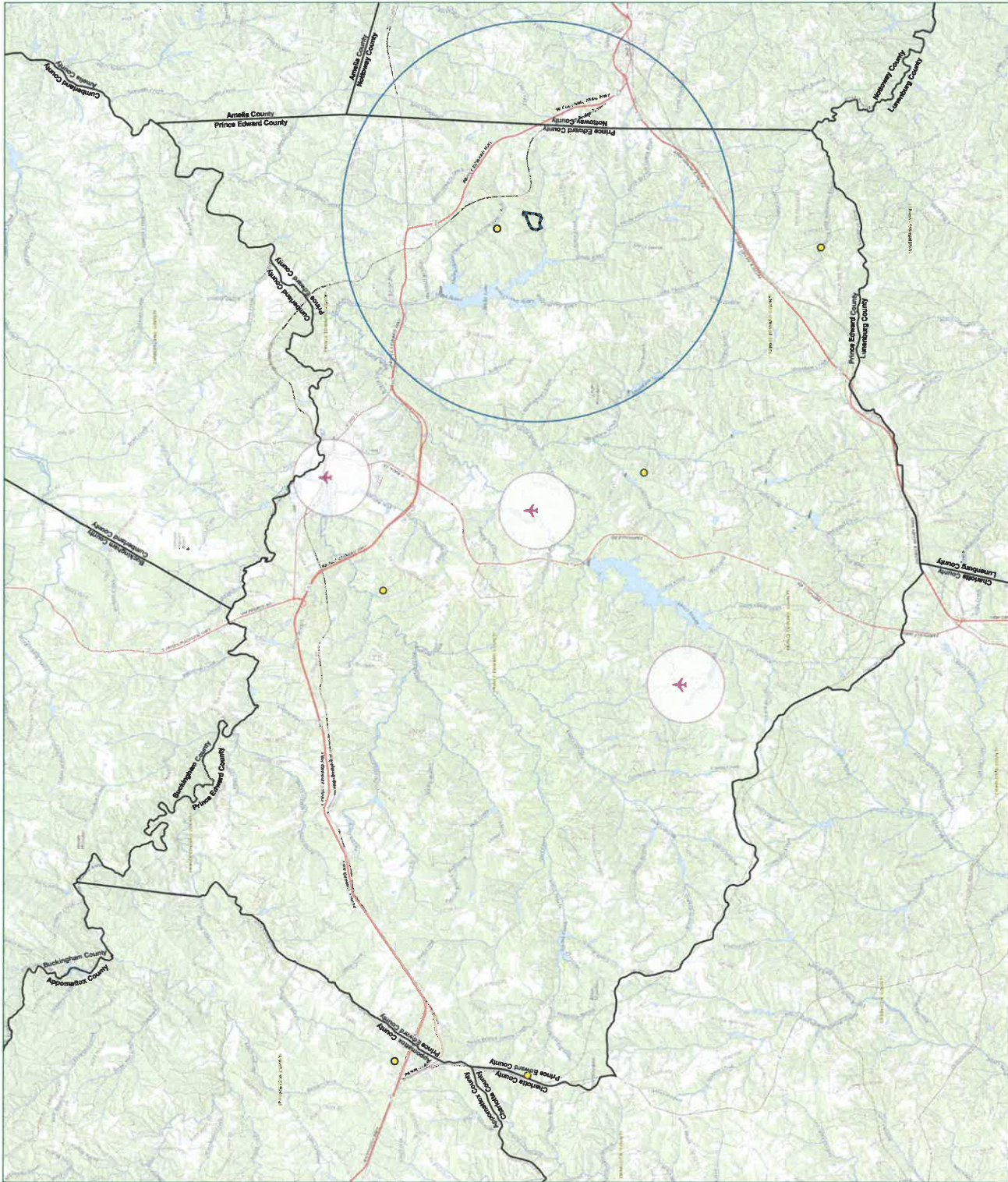


**Legend**

- Project Limits - 81.2 Acres
- Existing Land Use
- Forest Cover - 81.2 Acres

**NOTES:**  
 1. EXISTING LAND USE GENERATED THROUGH USE OF AERIAL IMAGERY.  
 2. NO CULTIVATED LANDS IDENTIFIED.  
 3. AERIAL IMAGERY FROM VGN.





- Legend**
- Project Limits - 81.2 Acres
  - Five Mile Buffer
  - Solar Facilities
  - ✳ Airports
  - Airport Buffer - 1 Mile
  - County Boundary

**NOTES:**  
 1. COUNTY BOUNDARY FROM VDEIM  
 2. AIRPORT DATA FROM ESRI  
 3. USGS TOPOGRAPHIC BASEMAP FROM ESRI



**Legend**  
 Project Limits - 81.2 Acres  
 Prince Edward Soils

Map Unit Symbol	Map Unit Name
la	Irwell-Zim fine sandy loams, rolling phases
Lg	Louis fine sandy loam, eroded hilly phase
Ma	Melton clay loam, eroded hilly phase
Me	Melton clay loam, eroded rolling phase
Mf	Melton fine sandy loam, rolling phase
Mg	Melton fine sandy loam, undulating phase
Wc	Wardlaw silt loam
Wf	Wilkes sandy loam, eroded hilly phase
Wg	Wilkes sandy loam, eroded rolling phase
Wn	Wilkes sandy loam, undulating phase

**NOTES:**  
 SOILS DATA FROM SSI/SRGO.  
 AERIAL IMAGERY FROM USGS.

CEP Solar, LLC  
PRINCE EDWARD COUNTY, VIRGINIA  
Special Use Permit Conditions – Miller Lake Site

**SECTION I. GENERAL PROVISIONS**

1. This Special Use Permit applies to the following properties for which a special use permit application was submitted:  
Tax Map Parcel Identification Number: 069-A-15 and 069-A-16  
The Special Use Permit application was submitted on 02/02/2024 by CEP Solar, LLC on behalf of the owners of the said properties, and compliance with these conditions is the express duty of, and these conditions shall bind, the Applicant and any assignee of the Applicant who operates the Solar Facility.
  
2. The Site shall be developed, constructed, operated, and decommissioned in compliance with all of the following:
  - a. All applicable federal, state, and local laws, statutes, ordinances, and regulations.
  - b. All written agreements entered into between the Applicant and the County, expressly including, but not limited to, a Solar Facility Siting Agreement.
  - c. The Site Plan approved by Prince Edward County.
  - d. The Decommissioning Plan approved by Prince Edward County.
  - e. The Emergency Response Plan approved by Prince Edward County.
  - f. The Construction Traffic Management Plan approved by Prince Edward County.
  - g. The Erosion and Sediment Control Plan approved by Prince Edward County.
  - h. The Stormwater Management Plan approved by Prince Edward County and/or DEQ.

Violation by the Applicant or by any one or more of Applicant's agents, employees or contractors of any terms, conditions, or provisions of any of the foregoing shall constitute a violation of this Special Use Permit if Applicant has failed to begin and diligently pursue (or has failed to cause its agents, employees or contractors, as applicable, to begin and diligently pursue) correction of the violation within thirty (30) days after written notice by the County to Applicant.

3. The following terms shall have the following meanings if or when used in these Conditions:
- a. **"Abandoned"** means the discontinuation of power generation by the Solar Facility for a period of at least 180 consecutive days, except in the event of a force majeure event requiring reconstruction.
  - b. **"Applicant"** means CEP Solar, LLC.
  - c. **"Approved Site Plan"** means the detailed drawing showing all equipment, excavation, landscaping, and other changes or improvements to be made to the real property or properties for the development of the Project following approval of the Special Use Permit Application by the Prince Edward County Planning Commission, and the Prince Edward County Board of Supervisors and administrative review and approval by Prince Edward County staff.
  - d. **"Board"** means the Board of Supervisors of Prince Edward County, Virginia.
  - e. **"Commercial Operation"** means the period beginning on the date that the sale of electricity generated from the Solar Facilities to a third party through the Grid commences pursuant to a Power Purchase Agreement and terminating contemporaneously with the commencement of Decommissioning.
  - f. **"County"** means Prince Edward County, Virginia.
  - g. **"County Administrator"** means the county administrator of Prince Edward County, Virginia.
  - h. **"Decommission" or "Decommissioning" or "Decommissioning Activities"** means the work on the Solar Facility to remove improvements on the real property and to otherwise comply with the Decommissioning Plan.
  - i. **"Decommissioning Commencement Date"** means the earliest date on which Decommissioning is required to begin under the terms set forth in these Special Use Permit Conditions.
  - j. **"Decommissioning Plan"** means the plan for Decommissioning Activities submitted by CEP Solar, LLC and approved by the County.
  - k. **"Grid"** means the interconnected network for delivering electricity from producers to consumers (consisting of generating stations, electrical substations, high voltage transmission lines, and distribution lines that connect individual customers) to which the Project is connected and provides power.
  - l. **"Investor Owned Utility Company"** means an electric utility as defined in Section 56-576 of the Code of Virginia.
  - m. **"Operator"** means any party which undertakes the management, maintenance, and operation of the Solar Facility, including, but not limited to, as assignee of the Applicant.

- n. **“Power Purchase Agreement”** means the written agreement pursuant to which electricity generated from the Solar Facilities is sold to a third party.
  - o. **“Project”** means the Solar Facility on the parcel, including the following: (i) the development, design, procurement, construction, installation, commissioning, testing, interconnection, and start-up of the Solar Facility on the Site; (ii) the operation, repair, replacement, and maintenance of the Solar Facility on the Site; and (iii) the decommissioning and removal of the Solar Facility from the Site.
  - p. **“Related Entity”** or **“Related Entities”** means any two or more entities described in I.R.C. § 267(b).
  - q. **“Site”** or **“Solar Facility Site”** means all properties to be leased or purchased by the Applicant or any Related Entity for development in connection with the Project, identified as follows: Prince Edward County Tax Map Identification Number 069-A-15 and 069-A-16.
  - r. **“Site Plan”** means the detailed drawing showing all equipment, landscaping, roads, retention facilities, fencing, buffers, and other changes or improvements to be made to the real property or properties for the development of the Project.
  - s. **“Solar Facility”** or **“Solar Facilities”** means the Site together with all equipment, apparatus, or other items of personal property used for the construction, operation, or decommissioning of the Project.
  - t. **“Surety Review Date”** means the date by which the Applicant will update the cost estimate in the Decommissioning Plan every ~~seven (7)~~ **five (5)** years and reimburse the County for the actual and reasonable, out-of-pocket costs of each such independent review and analysis by a licensed engineer of each decommissioning cost estimate revision.
4. The Site shall be developed in general conformance with the information and exhibits submitted with the Special Use Permit application (the “SUP” Application), except as modified by associated conditions, the Approved Site Plan, and as required by the land development ordinances of Prince Edward County.
  5. This Special Use Permit (SUP) is issued to the owners of the properties for which the special use permit application was submitted (the Properties) and shall run with the land unless and until this SUP is revoked, expires, or is voided.
  6. An Approved Site Plan shall be required for this use.

7. Prior to the issuance of construction permits, the Applicant shall record in the Circuit Court Clerk's Office of Prince Edward County, Virginia a plat of survey delineating the property boundary and total acreage.
8. The Applicant shall submit an Emergency Response Plan (the "ER Plan") with the submission of the Site Plan. The ER Plan shall include fire suppression methods that can be deployed during both the construction and operation of the project. The ER Plan shall also include a program of education and training to be provided for County emergency response staff covering onsite emergency response.
9. Unless approved in writing by the County, no signage shall be permitted on the Site; except that signage containing notices, warnings, or other information, if required by law or by applicable codes and standards, or deemed by the County to be in the interest of the safety and welfare of the community, shall be required.
10. CEP Solar, LLC will reimburse, or cause to be reimbursed, to the County all reasonable, out-of-pocket costs and fees incurred for professional services engaged for purposes of assisting the County during the application process and during construction, including, but not limited to, legal fees and consulting fees; however legal fees shall not be assessed to CEP Solar, LLC after construction is completed. The purpose of the reimbursement payments is to defray the costs and expenses incurred by the County in connection with (i) the zoning and permitting processes related to the approval of the Solar Facility, (ii) the permitting process with federal and state agencies, as applicable, and (iii) the construction of the Solar Facility. Should the special use permit application submitted by CEP Solar, LLC for the Project not be approved by the County, no reimbursement under this paragraph will be owed by CEP Solar, LLC to the County.
11. Ingress and egress to the Cemetery located on the property shall be allowed to family members and descendants of deceased persons buried there, any Cemetery plot owner, and any person engaging in genealogy research, who has given reasonable notice to the owner of record or to the occupant of the property or both, in accordance with Virginia Code Section 57-27.1(A)
12. The Project owner or operator will, in coordination with the Prince Edward County Fire Department, provide education and training on how to respond in the event of

a fire or other emergency on the premises. “Knox Boxes” will be added at access gate locations, so that Fire Department resources can gain access inside the security fence.

## **SECTION II. BUFFERS, HEIGHTS, AND SETBACKS**

13. Buffers throughout the Site shall include the following:

- a. All setbacks shall be no less than those shown on the site plan approved by Prince Edward County.
- b. The Site Plan will identify a maximum extent of Project area, outside of which solar panels or other equipment will not be located. The solar panels or other equipment of the Solar Facility will not be located within the standard setbacks established by Section 7-110 (D) of the County Ordinance.
- c. The Site Plan will include a vegetative buffering plan (the “Vegetative Buffer Plan”) that will limit the visibility of the Solar Facility from the public rights-of-way adjacent to the Site. For purposes of this Condition, “Solar Facility” does not include the perimeter security fencing, gravel access road, or interconnection equipment. Also, the “Solar Facility” is not an objectionable feature, within the meaning of County Ordinance Section 7-110 (F). All vegetative buffering areas, as shown on the Vegetative Buffer Plan, shall enable insolation of the Solar Facility and may be both natural and planted, shall be a part of the approved Project, and should be protected from harvest so long as the Site is operated as a solar facility.
- d. Vegetative buffering areas shall be installed (pursuant to the screening suggestions attached as Exhibit A) and, as necessary, managed to ensure health and preservation of the vegetation. Any vegetative buffering that is dead during the operating period shall be removed and replaced in conformance with the approved site plan, within a six (6) month time period during a typical growing period. The type and height of replacement vegetation shall be similar to that of which was originally planted during construction. In the event that the vegetative buffering is severely damaged due to an unusual weather occurrence or natural catastrophe, the Project shall have one year or one growing season, whichever is sooner, to replace or replant.

- e. A 15' screening buffer shall be observed with any bordering standing timber harvested after construction of the solar facility.
- f. Electrical lines leaving the solar facility shall be underground until the point of reaching the first pole outside of the facility as to not impact the screening plan unless: (a) otherwise approved by the County in the final site plan; (b) otherwise approved by the County in connection with building permit approvals, including electrical permits; (c) underground lines conflict with other applicable permitting standards, including environmental permits; or (d) underground lines are not reasonably practical given site constraints.
- g. Any historical resources of significance as determined by the Virginia Department of Historic Resources Map shall be assessed in consultation with VDHR, and if VDHR requires preservation measures, these will be reflected on the Site Plan.
- h. The maximum height of ground mounted systems, equipment, and structures, as measured from the grade or base of the improvements to the highest point, shall not exceed eighteen (18) feet in height. Excluded from this height requirement are overhead electric distribution and transmission lines and poles, project substation, and utility switchyard.

### **SECTION III. CONSTRUCTION, TRAFFIC, and ROAD REPAIRS**

- 14. Subject to compliance with applicable site safety requirements and upon reasonable prior notice, the County Administrator, building official, zoning administrator, or environmental codes and compliance officer, or any party or parties designated by any one or more of those county officials, including other federal, state, or local government officials, shall be allowed to enter the Site at any time during construction. Once the facility has commenced Commercial Operation, subject to compliance with applicable Site safety requirements, County officials may enter the Site upon at least one week's advance notice to the Solar Facility liaison.
- 15. All construction entrances for the Site shall be in general conformance with the information and exhibits submitted with this Special Use Permit application and must be authorized and approved by the Virginia Department of Transportation (VDOT).
- 16. All construction activity shall be conducted during daylight hours Monday-Saturday. Activities allowed on Sundays include only the following: onsite



planning, walking and riding the Site by passenger vehicle (not heavy construction trucks or equipment), office work, and other activities that do not produce large quantities of traffic on the surrounding roads or loud construction noises within the Site. The Applicant shall comply with the Prince Edward County Noise Ordinance Chapter 46, Article II during operation but shall not be required to do so during construction.

17. All heavy construction traffic, including, but not limited to, dump trucks, tractors and trailers, supplier vehicles, and trucks hauling equipment shall enter the site at the designated private driveway along State Route 606 (Piney Grove Road).
18. The Applicant shall submit a Construction Traffic Management Plan (“CTMP”) as part of the Site Plan. The CTMP shall address traffic control measures, an evaluation of the condition of the public roads along the Delivery Routes prior to construction, and a description and an estimate of any anticipated repairs to public roads that may arise due to damages attributable to construction of the Solar Facilities, which CTMP must be reviewed by a third-party selected by the County and paid by, and at the sole cost of, the Applicant.
19. Dust containment measures shall be utilized at all times, as necessary, to contain dust from constituting a nuisance to nearby residents.
20. No burning of stumps and/or debris will be allowed onsite at the subject solar facility.
21. The Solar Facilities shall be enclosed within chain link security fencing not less than six (6) feet in height.
22. The Project will not utilize permanent lighting. If installed at a later date, lighting will be downward facing, motion activated security lighting located at the Project entrance gate or at the control panels near the equipment pad.
23. Prior to commencement of construction, the Applicant shall provide the County a bond equal to 100% of the cost of the anticipated repairs to be made to the public road along the Delivery Routes, as defined in paragraph 22 below, including the entire public right of way along the Delivery Route. The bond may be in the form of a letter of credit, a surety bond, or a cash bond given to the County, to be held by the County without interest, but the form of any surety bond must be approved by the County Administrator. The County will release, return, and terminate the

roadway surety upon completion of construction and Commercial Operation of the Project.

24. Delivery Routes to the site shall include State Route 606 (Piney Grove Road), from its intersection with US 460 (Prince Edward Highway) to the CEP Solar, LLC site entrance.
25. The Solar Facilities shall have commenced construction within ~~two (2)~~ **three (3)** years of approval. The ~~Zoning Administrator~~ **Board of Supervisors** may approve one ~~or more~~ extension of up to one (1) year each upon written request from the Applicant detailing the need for an extension. ~~If Applicant's extension request is based on the fact that it has not yet secured requisite state and federal approvals (and Applicant has diligently pursued such approvals), or that the interconnection utility has not completed their work needed to operate the facility, the Zoning Administrator shall approve the extension request.~~
26. Solar panels will be constructed, maintained, and operated in accordance with national industry standards and regulations including the National Electrical Code, International Fire Code of the International Code Council and the National Fire Protection Association Fire Code, as provided in Va. Code 15.2-2286. In the event of a conflict between the national industry standards and these Conditions, the national industry standards shall control so that as technology advances, updated technology may be used by the Applicant. Notwithstanding any of the foregoing, the use of any of the following materials at any time, whether in construction, maintenance, or operation of the facility.
27. Storage on the Site of power generated by the Facility or generated elsewhere is prohibited.
28. No panels, inverters, pyranometers, substations, or any other component of the Solar Facility, except fencing, shall be located in a floodplain.
29. Upon completion of the construction of the Solar Facilities, the Applicant shall submit a post-construction evaluation of the condition of the roads along the Delivery Routes to the County Administrator for approval. The post-construction evaluation shall include a plan for repairing any damage caused to the public roads along the Delivery Route directly attributable to the Applicant. The Applicant shall be responsible for causing such repairs to be completed to the satisfaction of the VDOT and shall be responsible for coordination of repairs with VDOT. All roadway repairs along the Delivery Routes shall be made at the sole expense of the Applicant.

#### SECTION IV. ENVIRONMENTAL

30. The Applicant shall submit a Stormwater Management Plan and an Erosion and Sediment Control Plan as part of the Site Plan. The Applicant shall reimburse, or cause to be reimbursed to, the County all reasonable, out-of-pocket costs incurred by the County related to retaining such third-party inspectors, plan reviewers, and advisors as reasonably necessary for project review and inspections. All such payments shall be remitted to the County within thirty (30) days of invoicing. The County shall retain the right to inspect the Site to verify the findings of the third-party inspectors upon reasonable, prior notice and subject to compliance with Site safety requirements. The phasing of land disturbance shall be detailed in the Erosion and Sediment Control plan and accompanying project narrative.
31. Stabilization of the Site shall be maintained at all times in compliance with Virginia Department of Environmental Quality (DEQ) standards, rules, requirements, and regulations. The Applicant and the Operator, or either one of them, shall notify the County within twenty-four (24) hours of receiving any DEQ notice of less than full compliance by the Project and shall, within forty-eight (48) hours of receipt, provide the County with a copy of the notice. Thereafter, the Applicant and the Operator, or either one of them, shall provide to the County within forty-eight (48) hours of transmission or receipt copies of all correspondence with DEQ regarding Project noncompliance issue until such time as the matter is fully resolved to the satisfaction of DEQ.
32. Soil testing shall be conducted on the Site as follows:
  - a. Testing shall be conducted in no less than three (3) locations on the Site, at least one location being within proximity to panels of each different type or manufacturer. Samples will be collected from a depth of six inches below ground surface.
  - b. Testing shall be conducted prior to the issuance of a land disturbance permit and ~~every five years~~ **annually** thereafter. Testing also shall be conducted immediately prior to Decommissioning and immediately following the termination of Decommissioning.

- c. Samples shall be analyzed for Priority Pollutant 13 Metals (arsenic, antimony, beryllium, cadmium, chromium, copper, lead, mercury, nickel, selenium, silver, thallium, and zinc) in accordance with EPA methods SW 6020, SW 6020A, SW1312, and 200.8.
- d. Testing shall be performed by a service provider retained by the Operator but approved by the County.
- e. A test report for each testing event, including an executive summary, shall be provided to the Prince Edward County zoning administrator within ten (10) days of the completion of such report.
- f. No costs shall be incurred by Prince Edward County for soil testing or reports of soil testing provided to Prince Edward County.

## **SECTION V. DECOMMISSIONING**

- 33. Decommissioning shall be conducted in accordance with the Decommissioning Plan approved by Prince Edward County.
- 34. The Applicant or the Operator shall provide a Notice of Decommission to the County Administrator of Prince Edward County within thirty days of a determination to cease Operation of the Solar Facility.
- 35. Prior to the commencement of construction, the Applicant shall submit to the County and receive County approval of a Decommissioning Plan. The Applicant shall comply with all terms and conditions of the Decommissioning Plan as approved by the County. The Decommissioning Plan at a minimum shall include provisions regarding the following:
  - a. Specifications for the removal of all solar equipment, buildings, cabling, electrical components, foundations, pilings, and fencing.
  - b. A requirement that all Site real property must be restored to the condition of the property as of the date Construction commences (reasonable wear and tear excepted).
  - c. A requirement that the property must be stabilized so as to adequately control, prevent, and minimize any and all erosion or sediment runoff, consistent with the approved Erosion and Sediment Control Plan.

36. Decommissioning shall begin immediately after the Facility has, for a period of six (6) consecutive months, ceased operating as a solar energy facility distributing energy to the electrical grid and shall be diligently pursued, as determined by the County in its sole discretion, and completed within eighteen (18) months from the Decommissioning Commencement Date. Prior to its expiration, the County may extend this Decommissioning period by six (6) months if the County finds that the Operator commenced Decommissioning the Solar Facility diligently and continuously worked to Decommission the Facility throughout the Decommissioning period, and is reasonably expected to complete the Decommissioning within the additional six month period.
37. Periods during which the Facility is not operational for maintenance, repair, or due to a catastrophic event beyond the control of CEP Solar, LLC during which time CEP Solar, LLC works diligently to return the Facility to full Commercial Operation, shall not constitute the cessation of operations requiring the initiation of Decommissioning requirements herein. CEP Solar, LLC must provide written notice and evidence of the Solar Facility status and repair efforts to the County Administrator during the period in which the Solar Facility is not fully operational. Such notice shall identify the last day on which the Facility was fully operational. Regardless of the efforts of CEP Solar, LLC to return the Solar Facility to full Commercial Operation, if the Solar Facility does not operate as a solar energy facility distributing energy to the electrical grid after the catastrophic event for a period of eighteen (18) months, the Project shall be deemed Abandoned and CEP Solar, LLC shall commence Decommissioning no later than the 548th day after the catastrophic event.
38. Any change of party responsible for Decommissioning of the facility, or change in any part of the contact information, shall be reported to the County Administrator within sixty (60) days of the change(s).
39. If Decommissioning Activities are not completed within the allotted time, or if the Project is Abandoned, the County may complete or have completed at its expense the Decommissioning Activities required under the terms of the Decommissioning Plan and may recover all costs of completing those Decommissioning Activities from the surety provided as set forth herein.
40. To secure the costs of Decommissioning, CEP Solar, LLC or its successor shall at all times, beginning at commencement of construction and until the termination of Decommissioning, provide financial surety in a form and in an amount approved by

the County. If the Solar Facility is transferred to a public utility or an Investor or Member Owned Utility Company (e.g.: Dominion Energy, Old Dominion Electric Cooperative or its successor entity), the surety required of the Applicant may be cancelled at the time of the transfer and no further surety will be required.

41. The amount of the surety required shall be 100% of the estimated Decommissioning costs estimated at each Surety Review Date, less the scrap or repurposing value of the Solar Facility. The estimated costs and surety to meet the above requirements shall be reviewed by the County Administrator on each Surety Review Date, at which time the County Administrator shall determine if the estimates adequately reflect the Decommissioning costs and any scrap or repurposing value and that the surety will guarantee performance. Should the County Administrator determine that estimated costs and surety are insufficient, the County Administrator and CEP Solar, LLC shall mutually agree to determine the correct surety amount; and CEP Solar, LLC shall then provide the agreed, adequate surety within one hundred eighty (180) days following the Surety Review Date or, if later, within thirty (30) days after the County Administrator and CEP Solar, LLC agree on the adequate surety amount.
42. Surety must be provided in the form of a cash bond deposited with the County; by an irrevocable letter of credit provided for the County's benefit; or by a surety bond listing the County as the obligee, a hypothecated account, an escrow account, or a guaranty issued by a credit-worthy entity, or as otherwise provided in Section 15.2-2241.2 of the Code of Virginia.
  - a. A cash bond shall be in the form of a cashier's check or certified check deposited with the County which has cleared all issuing institutions. Any interest accruing on such funds shall be added to the total amount and retained by the County for Decommissioning. The deposit shall be accompanied by a letter agreement, acceptable to, and issued by, the County Administrator, confirming that the cash deposit is to be held by the County to guarantee the performance of the Decommissioning work required herein, and should the Solar Facility be Abandoned or should the Decommissioning work not be diligently undertaken or performed according to the requirements herein, or should the Special Use Permit be revoked, lapse, expire, or be voided due to violation thereof, the County may expend the deposited funds to undertake the Decommissioning work required herein, without more, after providing written notice to the person identified as owner of the property in the land records of Prince Edward County as of the date of the notice. Within six (6) months of the completion of the Decommissioning work required herein by a

person or entity other than the County or a contractor engaged by the County, as confirmed by the County Administrator, the cash bond and accrued interest, less any amounts expended by the County as allowed herein, shall be released and paid to CEP Solar, LLC or, if the Project has been Abandoned, to the person identified as owner of the property in land records of Prince Edward County as of the date of the completed Decommissioning or as otherwise directed by that owner of the property.

- b. An irrevocable letter of credit shall mean an instrument provided by a lending institution guaranteeing payment to the County within seventy-two (72) hours of the County's written notice to the institution that the Solar Facility has been Abandoned or the Decommissioning Activities have not been diligently undertaken or performed according to the requirements herein and demand to the institution for the funds, without more. The letter of credit shall have no expiration date or required renewal and shall remain in effect for the benefit of the County and shall under no circumstances be withdrawn before the Decommissioning Activities required herein are completed or the amount guaranteed has been fully drawn by the County. The letter of credit shall require that the County be notified thirty (30) days prior to any cancellation or alteration of the letter of credit. Should the County receive notice that the letter of credit will be cancelled or otherwise become unavailable or decrease, or should this Special Use Permit be revoked, lapse, expire or be voided due to violation thereof by CEP Solar, LLC, the County may, immediately draw down the entirety of the letter of credit and convert the surety to a cash bond to be deposited with the County and subject to the terms herein; this shall be specifically reflected in the language of the irrevocable letter of credit. The County may expend the guaranteed funds, without more, to undertake the Decommissioning Activities required herein and required pursuant to the terms of the Decommissioning Plan after providing written notice to CEP Solar, LLC or, if the Project is Abandoned, to the person identified as the owner of the Property in the land records of Prince Edward County as of the date of the notice. Within six (6) months following the completion of the Decommissioning Activities required herein and required pursuant to the terms of the Decommissioning Plan by a person or entity other than the County or a contractor engaged by the County, as confirmed by the County Administrator, the letter of credit shall be released by the County and any amounts drawn on the letter of credit, less any amounts expended by the County as allowed herein, shall be released and paid to CEP Solar, LLC or, if the Project has been Abandoned, to the person identified as owner of the property in land records of Prince Edward County as of the date of the

completed Decommissioning or as otherwise directed by that owner of the property.

- c. A surety bond shall mean a bond issued by a company with an AM Best rating of A++, that is treasury listed, and that is licensed to do business in the Commonwealth of Virginia. The surety bond shall list the County as an obligee and shall remain in effect for the benefit of the County and shall under no circumstances be withdrawn or cancelled before the Decommissioning Activities required herein and required by the terms of the Decommissioning Plan are completed or the amount guaranteed has been fully paid to the County. The surety bond shall require that the County be notified thirty (30) days prior to any cancellation or alteration of the bond. Should the County receive notice that the surety bond will be cancelled or otherwise become unavailable or decrease below the limits required herein, or should the Special Use Permit be revoked, lapse, expire or be voided due to violation thereof by CEP Solar, LLC, the County may, immediately file a claim, for the entirety of the amount of the bond, the guarantor shall pay the amounts guaranteed and the County shall convert the surety to a cash bond to be deposited with the County and subject to the terms herein; this shall be specifically reflected in the language of the surety bond. The County may expend the guaranteed funds, without more, to undertake the Decommissioning Activities required herein and required pursuant to the terms of the Decommissioning Plan, after providing written notice to CEP Solar, LLC, or, if the Project is Abandoned, to the person identified as the owner of the Property in the land records of Prince Edward County as of the date of the notice. Within six (6) months following the completion of the Decommissioning Activities required herein by a person or entity other than the County or a contractor engaged by the County, as confirmed by the County Administrator, the surety bond shall be released by the County, and the bond funds paid to the County less any amounts expended by the County as allowed herein, shall be released and paid to CEP Solar, LLC or, if the Project has been Abandoned, to the person identified as owner of the property in land records of Prince Edward County as of the date of the completed Decommissioning or as otherwise directed by that owner of the property.

43. Should this Special Use Permit be revoked, lapse, expire, or be voided due to violation thereof, the County may immediately draw down all of the surety funds and convert them into a cash bond for purposes of Decommissioning as set forth hereunder and as set forth in the Decommissioning Plan. In such case, no contractual



agreement shall be required for the cash bond. This shall be reflected in the surety provided.

44. Should the funds guaranteed for the Decommissioning Activities for any reason not be sufficient for the County to complete the Decommissioning Activities as allowed for herein and as set forth in the Decommissioning Plan, CEP Solar, LLC or its successor, shall be and shall remain liable to the County for the difference between the guaranteed funds and the amounts required to Decommission the Solar Facility and shall pay the difference to the County upon demand. The County shall not be liable to any party in any way for the funds drawn pursuant to the conditions set out herein and expended in relation to Decommissioning.
45. Should the Facility be Abandoned, or should the Special Use Permit be revoked, lapse, expire, or be voided due to violation thereof, or should the Decommissioning Activities not be diligently undertaken or performed, and should the County draw down the funds for the purpose of performing the Decommissioning Activities and mobilize its contractors to perform the Decommissioning Activities or otherwise incur liability to its contractors for the performance of the Decommissioning Activities, CEP Solar, LLC, its successor or agent, shall have no right to perform the Decommissioning Activities unless specifically authorized by the County in a writing that confirms that the County has incurred no liability to any contractors to perform the Activities or that any such liability is transferrable as deemed acceptable to the County. The Applicant or the Operator shall immediately, upon written demand by the County or any person or entity authorized to act on behalf of the County, without more, grant or release to the County, or any person or entity authorized to act on behalf of the County, under terms deemed acceptable by the County, all necessary real property rights, personal property rights, either or both, as determined solely by the County, other than fee simple ownership or a leasehold interest of the real property, so that the County or any person or entity authorized to act on behalf of the County may undertake any required Decommissioning Activities that have not otherwise been performed as required. This shall include, but may not be limited to, releasing any interest in the personal property, facilities, fixtures, and structures which are to be removed and recycled, disposed of, or otherwise demolished.

Language removed = ~~Strikethrough~~

Language added per BOS = **Bold and underlined**

PREPARED BY AND RETURN TO:

Prepared by and return to:  
CEP Solar, LLC  
Attn: Richard H. Wright  
2201 W. Broad Street, Suite 200  
Richmond, VA 23220

**MEMORANDUM OF OPTION AGREEMENT FOR EASEMENT**

This **MEMORANDUM OF OPTION AGREEMENT FOR EASEMENT** (this “**Memorandum**”), is made this 5<sup>th</sup> day of June, 2024 (the “**Memorandum Date**”) by HENRY O. COATES (the “**Grantor**”) and CEP SOLAR, LLC (the “**Grantee**”).

Grantor and Grantee are parties to that certain Option Agreement for Easement dated as of JUNE 5, 2024 (the “**Agreement**”) affecting the Property described below.

In connection with the Agreement, Grantor and Grantee wish to set forth and acknowledge the following information:

1. Name and Address of Grantor:

Henry O. Coates  
PO Box 193  
Crewe, VA 23930

2. Name and Address of Grantee:

CEP Solar, LLC  
Attn: Richard H. Wright  
2201 W. Broad Street, Suite 200  
Richmond, VA 23220

3. Property: That certain parcel of land located in Prince Edward County, Virginia, consisting of approximately 83.46 acres, identified as Parcel ID: 069-A-13A, as further described in Attachment 1 hereto (the “**Property**”).

4. Option: Pursuant to the Agreement, Grantor has granted to Grantee the exclusive option to purchase an easement on, over, under and across a portion the Property as described more fully in the Agreement.

5. Term of Option: Grantee’s option began on JUNE 5, 2024, and will continue for four (4) years therefrom.

6. The purchase price for the easement is contained in the Agreement.
7. Purpose of Memorandum: This Memorandum has been executed and delivered by the parties to record and give notice of Grantee's option rights under the terms, covenants and conditions of the Agreement. The terms and conditions of the Agreement are incorporated by reference into this Memorandum as if set forth fully herein at length. If any conflict arises between the terms and provisions of the Agreement and this Memorandum, the Agreement will control.
8. Counterparts. This Memorandum may be executed in counterparts, each of which shall be deemed an original and use of which, when taken together, shall constitute one and the same instrument.

[Signature Pages Follow]

IN WITNESS WHEREOF, the parties have caused this Memorandum to be executed as of the Memorandum Date.

GRANTOR:

*Henry O. Coates Jr.*  
Henry O. Coates

Commonwealth of Virginia

*Prince Ed.* County

This instrument was acknowledged before me this 4 day of June 2024,  
by Henry O. Coates, Jr.

Date: 6-4-24

(Official Seal)

*Janett Y. Southall*  
Official Signature of Notary  
JANETT Y. SOUTHALL, Notary Public  
Notary's Printed or Typed Name  
My commission expires: 7-31-27

Janett Y. Southall  
NOTARY PUBLIC  
Commonwealth of Virginia  
Reg. #159158  
My Commission Expires 7-31-27

**GRANTEE:**

**CEP SOLAR, LLC**

By: [Signature]  
Name: Richard H. Wright  
Title: Manager

Commonwealth of Virginia

Richmond City ~~County~~

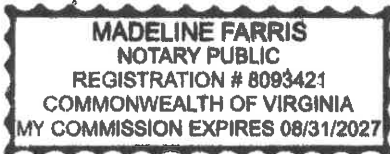
This instrument was acknowledged before me this 5 day of June 2024,  
by Richard H. Wright, as Manager of CEP Solar, LLC, who  
represents that s/he is authorized to act on behalf of the company.

Date: June 5, 2024

(Official Seal)

[Signature]  
Official Signature of Notary

Madeline Farris, Notary Public  
Notary's Printed or Typed Name  
My commission expires: 8/31/2027



**Attachment 1**  
**Memorandum of Option Agreement for Easement**

**Description of Property Subject to Option**

That certain property consisting of approximately 83.46 acres located in County of Prince Edward,  
Commonwealth of Virginia:

Parcel ID: 069-A-13A

Deed Book \_\_\_\_\_

Legal Description:

Record Number:



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** June 11, 2024  
**Item #:** 16  
**Department:** Economic Development  
**Staff Contact:** Chelsey White  
**Agenda Item:** Economic Development & Tourism Department Update

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**Summary:** Chelsey White will be present to provide the Board an update on the County's Economic Development & Tourism programs.

**COST:**

**ATTACHMENT:**

**RECOMMENDATION:**

**SAMPLE MOTION:**

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** June 11, 2024  
**Item #:** 17  
**Department:** Animal Control  
**Staff Contact:** Adam Mumma  
**Agenda Item:** Animal Control Update

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**Summary:** Adam Mumma, Chief Animal Control Officer, will be present to provide the Board an update on the County’s Animal Control Department and to discuss the Board’s concerns regarding the enforcement of “running at large.”

For the Board’s information, attached are two excerpts of the County Code that apply to running at large and the applicable fines. Also, attached is the section of the Code of Virginia that enables localities to prohibit dogs from running at large and provides for the civil penalties.

**ATTACHMENT:** County Code  
State Code

**RECOMMENDATION:**

**SAMPLE MOTION:**

Motion \_\_\_\_\_ Cooper-Jones \_\_\_\_\_ Gilliam \_\_\_\_\_ Pride \_\_\_\_\_  
Second \_\_\_\_\_ Emert \_\_\_\_\_ Jenkins \_\_\_\_\_ Townsend \_\_\_\_\_  
Jones \_\_\_\_\_ Watson \_\_\_\_\_

### *DIVISION 4. RUNNING AT LARGE*

#### **Sec. 10-70. Prohibited.**

- (a) It shall be unlawful for any person to permit any dog, belonging to him or under his control, to run at large in the county at any time. A dog shall be deemed to be running at large while roaming or running or self-hunting off the property of the owner or custodian and not under the owner's or custodian's immediate control. Any owner or custodian whose dog runs at large shall be liable upon conviction to a civil penalty as set forth in section 10-41 of this chapter.
- (b) It shall be unlawful for any dog to run at large in a pack at any time within this county. For the purposes of this subsection, a dog shall be deemed to be running at large in a pack if it is roaming or running at large in the company of one or more other dogs that are also running at large off the property of its owner or custodian and not under its owner's or custodian's immediate control. Any owner or custodian whose dog runs at large in a pack shall be liable upon conviction to a civil penalty as set forth in section 10-41 of this chapter.
- (c) This section shall not apply to any person or persons while engaging in the following activities:
  - (1) Lawful hunting with a dog or dogs;
  - (2) Law enforcement or search and rescue activity;
  - (3) A supervised formal obedience training class or show;
  - (4) Formally sanctioned field trials; or
  - (5) Bona fide hunting or field trial dog training.
- (d) A violation of this section shall constitute a class 4 misdemeanor and shall be punished in accordance with the provisions of Code of Virginia, §§ 3.2-6527 , 18.2-403.1 , 18.2-403.2 , and 18.2-403.3 , which sections are adopted by reference and made a part of this chapter as if fully set forth in this section; however, if the dog is a dangerous or vicious dog, a violation of this section shall constitute a Class 1 misdemeanor and shall be punished in accordance with the provisions of Code of Virginia, §§ 3.2-6527 , 18.2-403.1 , 18.2-403.2 , and 18.2-403.3 , which sections are adopted by reference and made a part of this chapter as if fully set forth in this section.
- (e) Should the animal control officer or any law enforcement officer have reason to believe that any dog found running at large is dangerous to the health, safety or property of any person, such officer may order the confinement of such animal by delivering a confinement order to the owner or custodian of such animal and any person who thereafter permits such animal to run at large or remain unconfined, unrestricted or not penned up shall be deemed to have violated this section. Should the animal not be confined within six hours after the delivery of the confinement order or should the animal control officer or other officer, after due diligence, be unable to deliver the confinement order to the owner or custodian of such animal, the animal control officer or any other law enforcement officer shall impound any such vicious or destructive dog pursuant to the provision of Code of Virginia § 3.2-6540. Upon the issuance of the confinement order, or the impoundment of such animal to appear in the general district court of the county where the matter shall be heard on criminal warrants and the animal shall remain confined until the final disposition of the court proceeding; However, for the purposes of this section the owner or custodian of such dog shall be conclusively presumed to have known the dog to be vicious or destructive if at any time prior to the running

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at large of such animal the owner or custodian has received from any person a complaint that the animal is dangerous to the health, safety or property of any person.

(Ord. of 12-8-15)

**Sec. 10-71. Unlicensed dogs prohibited.**

The running at large of dogs not duly licensed and displaying tags pursuant to the provisions of this article is prohibited.

(Ord. of 12-8-15)

**Sec. 10-72. Fowl running at large.**

It shall be unlawful to permit any fowl, including all domestic fowl and any game birds raised in captivity, to run at large in the county at any time.

(Ord. of 12-8-15)

**Secs. 10-73—10-79. Reserved**

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## Sec. 10-41. Unlawful acts; penalties.

(a) The following are unlawful acts punishable as Class 4 misdemeanors:

- (1) *Falsifying license application.* It is unlawful for any person to make a false statement in order to secure a dog license to which he is not entitled.
- (2) *Failure to pay license tax.* It is unlawful for any dog owner to fail to pay the license tax required by this article before February 1 for the year in which it is due. In addition, the court may order confiscation and the proper disposition of the dog.
- (3) *Allowing dog to run at large.* It is unlawful for any dog owner or custodian to allow a dog to run at large in violation of section 10-70.
- (4) *Violation of rabies regulations.* It is unlawful for any person to fail to obey section 10-60.
- (5) *Failure to dispose of companion animal.* It is unlawful for any owner to fail to dispose of the body of his companion animal in violation of section 10-40.
- (6) *Failure to secure license.* It is unlawful for any person to fail to secure and exhibit the licenses required by this chapter.
- (7) *Failure to confine diseased dog or cat.* It is unlawful for the owner or custodian of any dog or cat with a contagious or infectious disease to permit such dog or cat to stray from his premises if such disease is known to the owner.
- (8) *Removing collar and tag.* It is unlawful for any person, except the owner or custodian, to remove a legally acquired license tag from a dog without the permission of the owner or custodian.
- (9) *Concealing dog or cat.* It is unlawful for any person to conceal or harbor any dog on which the license tax has not been paid, or to conceal a mad dog or cat to keep the animal from being killed.
- (10) Permit a dog or cat that he owns or is in his custody to stray from his premises when he knows or has been told by the local health department, law-enforcement agency, animal control agency, or any other person who has a duty to control or respond to a risk of rabies exposure that the dog or cat is suspected of having rabies.
- (11) *Other violations.* Any other violation of this article for which a specific penalty is not provided.

(b) The following are unlawful acts punishable as Class 1 misdemeanors:

- (1) *Animal abandonment.* It is unlawful for any person to abandon or dump an animal in violation of section 10-43.
- (2) *False claim.* It is unlawful for any person to present a false claim or to receive any money on a false claim under the provisions of section 10-91.
- (3) *Removing electronic or radio transmitting collar.* It is unlawful for any person to remove an electronic or radio transmitting collar without the permission of the owner of the dog and with the intent to prevent or hinder the owner from locating the dog.

(c) The following is an unlawful act punishable through civil penalties:

- (1) *Allowing dog to run at large or running at large in a pack.* It is unlawful to permit a dog to run at large or run at large in a pack in violation of section 10-70. A civil penalty of \$25.00 shall be imposed for the first offense, \$50.00 for the second offense, and \$100.00 for each subsequent offense. The civil penalty may be charged once per dog for each 24 hour period. Each violation charged for every 24 hour period shall be deemed a separate and subsequent violation.**

(Ord. of 12-8-15; Ord. of 3-12-24)

Code of Virginia  
Title 3.2. Agriculture, Animal Care, and Food  
Subtitle V. Domestic Animals  
Chapter 65. Comprehensive Animal Care  
Article 6. Authority of Local Governing Bodies

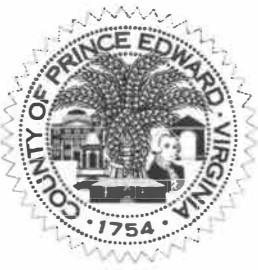
### **§ 3.2-6538. Governing body of any locality may prohibit dogs from running at large; civil penalty**

Any locality may by ordinance prohibit the running at large of all or any category of dogs, except dogs used for hunting, in all or any designated portion of such locality during such months as it may designate. Any such locality may also require that dogs be confined, restricted, or penned up during such periods. For the purpose of this section, a dog shall be deemed to run at large while roaming or running off the property of its owner or custodian and not under its owner's or custodian's immediate control. Any person who permits his dog to run at large or remain unconfined, unrestricted, or not penned up shall be deemed to have violated an ordinance adopted pursuant to the provisions of this section. Such ordinance shall provide that the owner or custodian of any dog found running at large in a pack shall be subject to a civil penalty in an amount established by the locality not to exceed \$100 per dog so found. For the purpose of such ordinance, a dog shall be deemed to be running at large in a pack if it is running at large in the company of one or more other dogs that are also running at large. Any civil penalty collected pursuant to such ordinance shall be deposited by the treasurer of the locality pursuant to the provisions of § 3.2-6534.

1984, c. 492, § 29-213.63; 1987, c. 488, § 3.1-796.93; 2008, c. 860; 2019, c. 562.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** June 11, 2024  
**Item #:** 18  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Agenda Item:** Appointments

**Summary:** Below is a chart summarizing the boards and commissions which have upcoming vacancies and/or expiring terms of office in June 2024.

**Citizen Volunteer Appointments:**

APPOINTMENT	TERM OF OFFICE	# OF VACANCIES	IN OFFICE	APPLICANTS
Board of Appeals for Building Code	5 Years	1	Cornelius Jones	Thomas Frisbie-Fulton
Industrial Development Authority	4 Years	2	Robert Atkins Mike Montgomery	Robert Atkins Mike Montgomery
Social Services Board <i>(Position to be filled by resident living in the Rice area.)</i>	4 Years	1	Gwen Akers-Booker	Gwen Akers-Booker Carol Stiff
Central Virginia Regional Library Board	4 Years	1	Susan Smith	Position will not be filled due to restructuring of Library Board following affiliation with Cumberland County. (See attachments.)

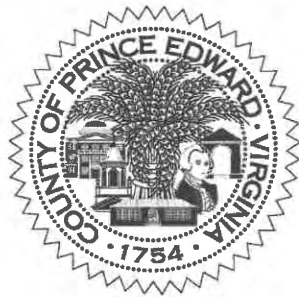
**Board/Staff Appointments to Outside Agencies:**

Piedmont Senior Resources	3 Years	1	Odessa Pride (Served 2 terms and is not eligible for re-appointment.)	Appointment by Board. (Can be a citizen or Board member.)
Va. Heartland Regional Industrial Facility Authority	4 Years	1	Douglas P. Stanley County Administrator	Re-appointment by Board.

**ATTACHMENTS:** Citizen Volunteer Applications  
 Central Virginia Regional Library Board Restructuring Information

**RECOMMENDATION:** The Board will wish to vote on the appointments for each position.

Motion \_\_\_\_\_ Cooper-Jones \_\_\_\_\_ Gilliam \_\_\_\_\_ Pride \_\_\_\_\_  
 Second \_\_\_\_\_ Emert \_\_\_\_\_ Jenkins \_\_\_\_\_ Townsend \_\_\_\_\_  
 Jones \_\_\_\_\_ Watson \_\_\_\_\_



## NOTICE TO THE CITIZENS OF PRINCE EDWARD COUNTY

# CITIZEN VOLUNTEER OPPORTUNITIES

To provide the maximum opportunity for citizen participation in our County government, it is the policy of the Prince Edward County Board of Supervisors to advertise all vacancies on county boards, commissions and committees, etc., which call for citizen representation. The following positions have vacancies or terms expiring as of June 30, 2024:

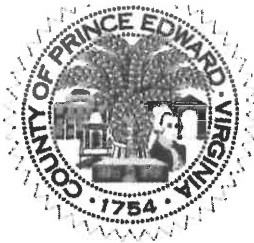
Position	Term of Office	# of Vacancies
Board of Appeals for Building Code	5 Years	1 *
County Industrial Development Authority	4 Years	2 *
County Social Services Board	4 Years	1*

(Position to be filled by resident living in the Rice area.)

*Notes: \*Denotes there is an incumbent eligible for re-appointment.*

Persons interested in being considered must submit a Citizen Volunteer Application to the Prince Edward County Administrator's Office not later than Wednesday, June 5, 2024. Appointments are scheduled to be made at the June 11, 2024 Board meeting. Applications are available in the County Administrator's Office, 111 N. South Street, 3rd Floor, Farmville, VA 23901 or on the County's web site at [www.co.prince-edward.va.us](http://www.co.prince-edward.va.us). For additional information please contact the Prince Edward County Administrator's Office at (434) 392-8837.





**CITIZEN VOLUNTEER APPLICATION**  
FOR COUNTY BOARDS, COMMITTEES & COMMISSIONS

Date May 15, 2024

Name Thomas Frisbie - Fulton

Home Address 101 W. Second St.

City Farmville State VA Zip Code 23901

Election District:	Buffalo-501	_____	Farmville-801	_____
	Hampden-401	_____	Leigh-301	_____
	Farmville-101	_____	Lockett-201	_____
	Farmville-701	<input checked="" type="checkbox"/>	Prospect-601	_____

Home Telephone Number 434-603-2929 FAX —

E-Mail Address frisbie-fulton@cox.net

Current Employer retired

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Telephone Number \_\_\_\_\_ FAX \_\_\_\_\_

Which Address is Preferred for Mailings? Home  Office \_\_\_\_\_

Optional Information Which May Prove Helpful:

Occupation \_\_\_\_\_

Former Occupation, If Retired Architect (registered in Va. + Vt.)

Education: High School  Year 1970

College/Technical School U. Va, U. Oregon Year 1975

Graduate School \_\_\_\_\_ Year \_\_\_\_\_

Military Service \_\_\_\_\_ Years \_\_\_\_\_

Degrees/Other B Architecture

Past Board, Commission, and Committee Assignments none

Professional, Civic, or Other Activities Various committees when working as a University Architect at three colleges. Various local community volunteer activities.

Please state below your interest and/or reason to seek appointment by the Board of Supervisors and any special qualities that qualify you for this appointment.

I believe that I can be of service to the Board of Appeals for Building Code; I bring 50 years experience in the design + construction fields, with a fair knowledge of Virginia building codes.

Do you have a family member who is employed by the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact? If yes, please explain.

no

Do you have a business relationship with the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact?

no

I am interested in and willing to serve on the following Board(s), Commission(s), or Committee(s). Please list in order of preference.

**APPOINTED BY THE BOARD OF SUPERVISOR:**

- Board of Appeals for Building Code
- Southside Virginia Community College Board
- Crossroads Community Services Board
- Poplar Hill Community Development Authority
- Prince Edward County Industrial Development Authority
- Central Virginia Regional Library Board
- Prince Edward County Planning Commission
- Prince Edward County Social Services Board
- Piedmont Regional Jail Board
- Special Committee of the Board of Supervisors: \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

**APPOINTED BY CIRCUIT COURT:**

- Board of Zoning Appeals

By submitting this application to the County of Prince Edward, I hereby certify that all information contained herein is true and complete and I consent to the dissemination of this document to the general public. If appointed, I understand that I will be required to fully comply to the requirements of the Virginia Conflict of Interest Act, Virginia Freedom of Information Act and other applicable sections of the Code of Virginia.

  
Signature

5/15/2024  
Date

**Please Return Application To:**  
Prince Edward County Administrator's Office  
Post Office Box 382, 111 South Street, 3<sup>rd</sup> Floor  
Farmville, Virginia 23901  
Tel: 434-392-8837 -- FAX: 434-392-6683  
e-mail: [info@co.prince-edward.va.us](mailto:info@co.prince-edward.va.us)

NOTE: This application will be retained on file in the Prince Edward County Administrator's Office through December 31 of the year submitted. If you wish to be considered for future appointments by the Board of Supervisors, please file an application annually with the County Administrator's Office. Thank you.



## CITIZEN VOLUNTEER APPLICATION FOR COUNTY BOARDS, COMMITTEES & COMMISSIONS

Date 5/24/2024

Name Robert Atkinson

Home Address 272 Meadowview Drive

City Farmville State VA Zip Code 23901

Election District:      5 - Buffalo      \_\_\_\_\_      8 - Center      \_\_\_\_\_  
                                 4 - Hampden      \_\_\_\_\_      3 - Leigh      \_\_\_\_\_  
                                 1 - Farmville      **X** \_\_\_\_\_      2 - Lockett      \_\_\_\_\_  
                                 7 - West End      \_\_\_\_\_      6 - Prospect      \_\_\_\_\_

Home Telephone Number \_\_\_\_\_ N/A      Mobile \_\_\_\_\_ 434 547 6422

E-Mail Address rcatkinson29@gmail.com

Current Employer retired

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Telephone Number \_\_\_\_\_ FAX \_\_\_\_\_

Which Address is Preferred for Mailings? Home \_\_\_\_\_ **X** \_\_\_\_\_ Office \_\_\_\_\_

***Optional Information Which May Prove Helpful:***

Occupation \_\_\_\_\_

Former Occupation, If Retired Owner W. C. Newman Co., Inc.

Education: High School Prince Edward Academy Year 1976

College/Technical School N.C. State University Year 1980

Graduate School \_\_\_\_\_ Year \_\_\_\_\_

Military Service \_\_\_\_\_ Years \_\_\_\_\_

Degrees/Other \_\_\_\_\_

Past Board, Commission, and Committee Assignments CDA, IDA,

Professional, Civic, or Other Activities \_\_\_\_\_

Please state below your interest and/or reason to seek appointment by the Board of Supervisors and any special qualities that qualify you for this appointment.

Grew up in this area, owned a business here for over 30 years; have real estate investments in the area, have children living in the area and I want prince Edward County to thrive

Do you have a family member who is employed by the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact? If yes, please explain.

No

Do you have a business relationship with the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact?

Own property in the Poplar Hill Development

I am interested in and willing to serve on the following Board(s), Commission(s), or Committee(s). Please list in order of preference.

**APPOINTED BY THE BOARD OF SUPERVISOR:**

- Board of Appeals for Building Code
- Southside Virginia Community College Board
- Crossroads Community Services Board
- Poplar Hill Community Development Authority
- Prince Edward County Industrial Development Authority
- Central Virginia Regional Library Board
- Prince Edward County Planning Commission
- Prince Edward County Social Services Board
- Piedmont Regional Jail Board
- Special Committee of the Board of Supervisors: \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

**APPOINTED BY CIRCUIT COURT:**

- Board of Zoning Appeals

*By submitting this application to the County of Prince Edward, I hereby certify that all information contained herein is true and complete and I consent to the dissemination of this document to the general public. If appointed, I understand that I will be required to fully comply with the requirements of the Virginia Conflict of Interest Act, Virginia Freedom of Information Act and other applicable sections of the Code of Virginia.*

*Robert C. Atkinson*

Signature

*5/24/2024*

Date

**Please Return Application To:**  
**Prince Edward County Administrator's Office**  
**Post Office Box 382, 111 N. South Street, 3<sup>rd</sup> Floor**  
**Farmville, Virginia 23901**  
**Tel: 434-392-8837 -- FAX: 434-392-6683**  
**e-mail: [info@co.prince-edward.va.us](mailto:info@co.prince-edward.va.us)**



**CITIZEN VOLUNTEER APPLICATION**  
**FOR COUNTY BOARDS, COMMITTEES & COMMISSIONS**

Date 23 May 2024

Name Michael B. Montgomery

Home Address 105 Steven Street

City Farmville State Virginia Zip Code 23901-8201

Election District:      5 - Buffalo      \_\_\_\_\_      8 - Center      \_\_\_\_\_  
                                 4 - Hampden      \_\_\_\_\_      3 - Leigh      XX  
                                 1 - Farmville      \_\_\_\_\_      2 - Lockett      \_\_\_\_\_  
                                 7 - West End      \_\_\_\_\_      6 - Prospect      \_\_\_\_\_

Home Telephone Number 434-223-7614 Mobile 434-390-7432

E-Mail Address mbmonty@outlook.com

Current Employer Retired: President, PB-Heery Americas, Inc.

Business Address \_\_\_\_\_

City Herndon State Virginia Zip Code \_\_\_\_\_

Business Telephone Number \_\_\_\_\_ FAX \_\_\_\_\_

Which Address is Preferred for Mailings? Home \_\_\_\_\_ Office \_\_\_\_\_

***Optional Information Which May Prove Helpful:***

Occupation \_\_\_\_\_

Former Occupation, If Retired Architectural & Engineering / Higher Education Administration

Education: High School Frankfort Indiana Year 1965

College/Technical School Purdue University Year 1972

Graduate School Purdue University Year 1975

Military Service COL (Ret) US Army and Reserve Years 1970-2006

Degrees/Other US Army War College - MS Equiv. Strategic Studies - 1995

Past Board, Commission, and Committee Assignments Prince Edward County Industrial Development Authority

Professional, Civic, or Other Activities Farmville Masonic Lodge Past Master and Trustee,  
Waterworks Players Vice President, Military Officers Association of America Treasurer,  
Construction Specifications Institute, Farmville United Methodist Church Trustee

Please state below your interest and/or reason to seek appointment by the Board of Supervisors and any special qualities that qualify you for this appointment.

As a serving member of the IDA, my background in planning for land use, environmentally responsible projects, site development, building design, construction administration, and corporate management have been available to assist the IDA in performing its assigned duties and responsibilities. I desire to continue serving our county in this capacity.

Do you have a family member who is employed by the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact? If yes, please explain.

No

Do you have a business relationship with the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact?

No

I am interested in and willing to serve on the following Board(s), Commission(s), or Committee(s). Please list in order of preference.

**APPOINTED BY THE BOARD OF SUPERVISOR:**

- \_\_\_\_\_ Board of Appeals for Building Code
- \_\_\_\_\_ Southside Virginia Community College Board
- \_\_\_\_\_ Crossroads Community Services Board
- \_\_\_\_\_ Poplar Hill Community Development Authority
- 1. \_\_\_\_\_ Prince Edward County Industrial Development Authority
- \_\_\_\_\_ Central Virginia Regional Library Board
- \_\_\_\_\_ Prince Edward County Planning Commission
- \_\_\_\_\_ Prince Edward County Social Services Board
- \_\_\_\_\_ Piedmont Regional Jail Board
- 2. \_\_\_\_\_ Special Committee of the Board of Supervisors: \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_

**APPOINTED BY CIRCUIT COURT:**

- \_\_\_\_\_ Board of Zoning Appeals

*By submitting this application to the County of Prince Edward, I hereby certify that all information contained herein is true and complete and I consent to the dissemination of this document to the general public. If appointed, I understand that I will be required to fully comply with the requirements of the Virginia Conflict of Interest Act, Virginia Freedom of Information Act and other applicable sections of the Code of Virginia.*

  
Signature

23 May 2024  
Date

**Please Return Application To:**  
Prince Edward County Administrator's Office  
Post Office Box 382, 111 N. South Street, 3rd Floor  
Farmville, Virginia 23901  
Tel: 434-392-8837 -- FAX: 434-392-6683  
e-mail: [info@co.prince-edward.va.us](mailto:info@co.prince-edward.va.us)

NOTE: This application will be retained on file in the Prince Edward County Administrator's Office through December 31 of the year submitted. If you wish to be considered for future appointments by the Board of Supervisors, please file an application annually with the County Administrator's Office. Thank you.



**CITIZEN VOLUNTEER APPLICATION**  
**FOR COUNTY BOARDS, COMMITTEES & COMMISSIONS**

Date May 24, 2024

Name Gwendolyn S. Akers-Booker

Home Address 795 Old Ridge Road

City Farmville State Virginia Zip Code 23901

Election District:      5 - Buffalo      \_\_\_\_\_      8 - Center      \_\_\_\_\_  
                                 4 - Hampden      \_\_\_\_\_      3 - Leigh      x \_\_\_\_\_  
                                 1 - Farmville      \_\_\_\_\_      2 - Lockett      \_\_\_\_\_  
                                 7 - West End      \_\_\_\_\_      6 - Prospect      \_\_\_\_\_

Home Telephone Number 434.547.4443 Mobile 434.547.4443

E-Mail Address gwenakers1@yahoo.com

Current Employer Retired, Electoral Board, DSS - June 10th Centra Hospice

Business Address Prince Edward County Electoral Board

City Farmville State Virginia Zip Code 23901

Business Telephone Number 434.392.4767 FAX \_\_\_\_\_

Which Address is Preferred for Mailings? Home X Office \_\_\_\_\_

***Optional Information Which May Prove Helpful:***

Occupation Secretary for Prince Edward Electoral Board

Former Occupation, If Retired Centra Southside Community Hospital

Education: High School Prince Edward County Public Schools Year 1979

College/Technical School Ashworth College Year 2019

Graduate School \_\_\_\_\_ Year \_\_\_\_\_

Military Service \_\_\_\_\_ Years \_\_\_\_\_

Degrees/Other Bachelor Degree in Administration with Minor in Science

Past Board, Commission, and Committee Assignments \_\_\_\_\_

Professional, Civic, or Other Activities Hospice Volunteer Currently, Levi Baptist Church, Social Butter Flies,

**Please state below your interest and/or reason to seek appointment by the Board of Supervisors and any special qualities that qualify you for this appointment.**

I have been currently a member of the DSS Board and truly it is awesome and the members are outstanding. As a member of the DSS Board, it is my belief

that we work to carryout out the best possible solution for each client that walks  
in with a concern or a need that should be addressed. The board is the spokesperson for  
each person on the staff along with each client and we should be there to carrout out the needs for our community.

Do you have a family member who is employed by the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact? If yes, please explain.

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Do you have a business relationship with the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact?

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I am interested in and willing to serve on the following Board(s), Commission(s), or Committee(s). Please list in order of preference.

**APPOINTED BY THE BOARD OF SUPERVISOR:**

- \_\_\_\_\_ Board of Appeals for Building Code
- \_\_\_\_\_ Southside Virginia Community College Board
- \_\_\_\_\_ Crossroads Community Services Board
- \_\_\_\_\_ Poplar Hill Community Development Authority
- \_\_\_\_\_ Prince Edward County Industrial Development Authority
- \_\_\_\_\_ Central Virginia Regional Library Board
- \_\_\_\_\_ Prince Edward County Planning Commission
- xxxx \_\_\_\_\_ Prince Edward County Social Services Board
- \_\_\_\_\_ Piedmont Regional Jail Board
- \_\_\_\_\_ Special Committee of the Board of Supervisors: \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_

**APPOINTED BY CIRCUIT COURT:**

- \_\_\_\_\_ Board of Zoning Appeals
- 

*By submitting this application to the County of Prince Edward, I hereby certify that all information contained herein is true and complete and I consent to the dissemination of this document to the general public. If appointed, I understand that I will be required to fully comply with the requirements of the Virginia Conflict of Interest Act, Virginia Freedom of Information Act and other applicable sections of the Code of Virginia.*

Gwendolyn S. Akers-Booker

May 24, 2024

Signature

Date

**Please Return Application To:**  
**Prince Edward County Administrator's Office**  
**Post Office Box 382, 111 N. South Street, 3<sup>rd</sup> Floor**  
**Farmville, Virginia 23901**  
**Tel: 434-392-8837 -- FAX: 434-392-6683**  
**e-mail: [info@co.prince-edward.va.us](mailto:info@co.prince-edward.va.us)**

NOTE: This application will be retained on file in the Prince Edward County Administrator's Office through December 31 of the year submitted. If you wish to be considered for future appointments by the Board of Supervisors, please file an application annually with the County Administrator's Office. Thank you.





**CITIZEN VOLUNTEER APPLICATION**  
**FOR COUNTY BOARDS, COMMITTEES & COMMISSIONS**

Date 06/04/2024

Name Carol R. Stiff

Home Address 465 Pinebrook Rd.

City Rice State Va. Zip Code 23966

Election District:	Buffalo-501	_____	Farmville-801	_____
	Hampden-401	_____	Leigh-301	_____
	Farmville-101	_____	Lockett-201	<u>X</u>
	Farmville-701	_____	Prospect-601	_____

Home Telephone Number 434 392 1069 FAX \_\_\_\_\_

E-Mail Address Stiffnet@yahoo.com

Current Employer Bright Futures of Virginia LLC

Business Address 400 Longwood Ave.

City Farmville State Va. Zip Code 23901

Business Telephone Number 434 392 1019 FAX 434 392 1066

Which Address is Preferred for Mailings? Home X Office \_\_\_\_\_

*Optional Information Which May Prove Helpful:*

Occupation Office Administrator

Former Occupation, If Retired DCJS Officer/ Counselor PRJ

Education: High School Prince Edward Co. High Year 1977

College/Technical School Va. State College Year 1980

Graduate School \_\_\_\_\_ Year \_\_\_\_\_

Military Service \_\_\_\_\_ Years \_\_\_\_\_

Degrees/Other Associates, DCJS Certified

Past Board, Commission, and Committee Assignments Prince Ed. Board of Supervisors Appointed Prince Ed. Co. Social Service Board (Lockett Dist.) District Captain (Lockett)

Professional, Civic, or Other Activities Volunteer Prince Ed. Elem. School, Senior citizen Aid (PSR).

Notary ( Commonwealth of Virginia.) Senior Usher

Please state below your interest and/or reason to seek appointment by the Board of Supervisors and any special qualities that qualify you for this appointment.

To serve on the Board of Soc. Service would give me the opportunity to expand my knowledge of county issues. I'm willing to work to accomplish goals set fourth by the Board be a team player and provide essential service.

Thank you for reviewing my application.

Do you have a family member who is employed by the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact? If yes, please explain.

No

Do you have a business relationship with the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact?

No

I am interested in and willing to serve on the following Board(s), Commission(s), or Committee(s). Please list in order of preference.

**APPOINTED BY THE BOARD OF SUPERVISOR:**

- Board of Appeals for Building Code
- Southside Virginia Community College Board
- Crossroads Community Services Board
- Poplar Hill Community Development Authority
- Prince Edward County Industrial Development Authority
- Central Virginia Regional Library Board
- Prince Edward County Planning Commission
- Prince Edward County Social Services Board
- Piedmont Regional Jail Board
- Special Committee of the Board of Supervisors: \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

**APPOINTED BY CIRCUIT COURT:**

- Board of Zoning Appeals

*By submitting this application to the County of Prince Edward, I hereby certify that all information contained herein is true and complete and I consent to the dissemination of this document to the general public. If appointed, I understand that I will be required to fully comply to the requirements of the Virginia Conflict of Interest Act, Virginia Freedom of Information Act and other applicable sections of the Code of Virginia.*


06/04/2024  
 \_\_\_\_\_  
 Signature Date

**Please Return Application To:**  
 Prince Edward County Administrator's Office  
 Post Office Box 382, 111 South Street, 3<sup>rd</sup> Floor  
 Farmville, Virginia 23901  
 Tel: 434-392-8837 -- FAX: 434-392-6683  
 e-mail: [info@co.prince-edward.va.us](mailto:info@co.prince-edward.va.us)

NOTE: This application will be retained on file in the Prince Edward County Administrator's Office through December 31 of the year submitted. If you wish to be considered for future appointments by the Board of Supervisors, please file an application annually with the County Administrator's Office. Thank you.

**From:** Rick Ewing <rewing@cvrl.net>  
**Sent:** Wednesday, May 22, 2024 4:58 PM  
**To:** spuckett@co.prince-edward.va.us  
**Subject:** Library Board  
**Attachments:** CVRL MOU Cumberland.pdf; CVRL Board July 2024.docx

Sarah,

As you know, Susan Smith's second term on the library board (appointed by Prince Edward County) ends June 30, 2024. Board members are limited to two full terms and then must leave the board.

Since Cumberland County Public Library joined our system, the make-up of our library board has changed. Until recently, the library board has consisted of nine members: Four each from Buckingham and Prince Edward counties and one from the Town of Farmville. With the change resulting from Cumberland library joining our system on January 1, 2024, the library board will continue to consist of, with these changes: Three members each from Buckingham and Prince Edward counties, two members from Cumberland County and one member from the Town. Actually, with the shift in the number of members appointed by the counties, the library board will closely reflect the populations of the counties and town as represented on the library board.

Attached is the Memorandum of Understanding between CVRL, Cumberland County Public Library, and Cumberland County. This MOU outlines the change to the library board.

In light of the changes regarding the library board, please do not appoint a replacement for Susan Smith. Linda Paige, appointed by Buckingham County, is term limited to leave the library board as of June 2025; her seat will also not be filled. These two changes will bring the library board back to its normal nine members about a year from now.

Let me know if there are any questions or concerns.

Thank you,

**Rick Ewing**

*Director*



Central Virginia  
Regional Library

1303 West Third Street

Farmville, VA 23901

(434) 603-6523 my desk

(434) 392-6924 general number

(434) 392-9784 fax

rewing@cvrl.net

[www.cvrl.net](http://www.cvrl.net)

**Central Virginia Regional Library  
Board of Trustees as of July 1, 2024**

**Gwen Akers-Booker** *Prince Edward*

**Tracy Banks** *Cumberland*

**Libby Blanton** *Cumberland*

**Shaunna Hunter** *Prince Edward*

**Donna McRae-Jones** *Buckingham*

**Diane O'Bryant** *Buckingham*

**Vicky Page** *Prince Edward*

**Linda Paige** *Buckingham (term ends June 2025 – seat will not be reappointed)*

**Robin Smith** *Farmville*

**Monica Williams** *Buckingham*

# Memorandum of Understanding

Between

**Cumberland County, Virginia**

and

**Cumberland County Public Library**

and

**Central Virginia Regional Library**

This Memorandum of Understanding (MOU) sets the terms and understanding between Cumberland County, Virginia, Cumberland County Public Library (CCPL), and Central Virginia Regional Library (CVRL) to facilitate and explain CCPL joining CVRL.

## **Background**

CVRL incorporated as a 501(c)(3) non-profit in 1994 to bring together the public libraries in Buckingham County and Prince Edward County/Town of Farmville. These two libraries share one director, one administrative staff, and one Board of Trustees appointed by the two counties and the town. Virtually all operating funds of the two libraries come from local and state tax revenue.

CCPL, also a 501(c)(3), was started in 1967 to provide library services to Cumberland County. This library has a Board of Trustees appointed by members of that board. Virtually all operating funds for CCPL come from Cumberland County and state tax revenue.

The idea of CCPL becoming part of CVRL has been discussed by both entities at various times. When CCPL suddenly lost their director early in 2023, it became clear that they needed to find a new way to operate to be able to continue to offer high quality library services. During their May 2023 meeting, the Board of Trustees of CCPL voted unanimously to pursue joining CVRL.

## **PURPOSE**

Joining a regional library system offers certain advantages to the library joining, such as the economy of sharing one director/administration, access to more resources and expertise, additional financial support from the Library of Virginia, and having backups for staff and programs.

This MOU will result in the following:

- Ownership of CCPL's buildings and land shall be transferred to Cumberland County.
- Cumberland County shall maintain the mechanical, electrical, plumbing, and general infrastructure of the library building. Furthermore, Cumberland County agrees to pay for and/or provide electricity/water/sewer, lawn care, ice/snow removal and landscaping for the library.

- CVRL shall keep the interior of the library clean and orderly and shall promptly notify the county of any maintenance issues that need attention.
- Any changes to the building or property initiated by CVRL shall be the responsibility of CVRL.
- CCPL shall transfer the contents of the library building and shed to CVRL, including any items checked out from CCPL.
- CCPL shall transfer all other assets to CVRL, including bank accounts (unless specifically restricted from being transferred), contents of any safe deposit boxes, ongoing funding from the Library of Virginia, and any other ongoing sources of funding.
- CCPL shall dissolve its 501(c)(3) corporation as soon as is practical.
- CCPL employees shall become employees of CVRL. All benefit time and any other benefits shall transfer to CVRL for those employees.
- CVRL shall maintain the confidentiality of patron records.
- Cumberland County Board of Supervisors shall appoint member(s) to the CVRL Board of Trustees; the number of Cumberland County appointees shall be stated in the amended By-laws of CVRL.

### **Funding**

When CCPL becomes part of CVRL, Cumberland County may annually budget to provide funds to operate CCPL. A small portion of these funds will support CVRL system-wide expenses such as cataloging, administrative activities, and computer networking. As costs inevitably rise over time, Cumberland County will consider increasing its financial support to cover reasonable increases in operating costs. It is worth noting that funding for CVRL from Buckingham and Prince Edward Counties and the Town of Farmville have followed this funding model for many years.

### **Modification or Termination**


This MOU is at-will and may be modified by unanimous consent of authorized officials from Cumberland County and Central Virginia Regional Library. This MOU shall become effective upon signature by the authorized officials from Cumberland County, Cumberland County Public Library, and Central Virginia Regional Library and will remain in effect until modified or terminated by any one of the partners. If this partnership is terminated, all aspects of this MOU and any other relevant agreements between Cumberland County and Central Virginia Regional Library will remain in effect for a period of one year after the date of the decision to terminate. After one year, all assets, liabilities, and staff directly associated with the Cumberland County Public Library will be transferred from Central Virginia Regional Library to Cumberland County.

**Contact Information**

Cumberland County, Virginia  
Derek Stamey, County Administrator  
1 Courthouse Circle  
P.O. Box 110  
Cumberland, Virginia 23040  
(804) 492-3578  
dstamey@cumberlandcounty.virginia.gov

Cumberland County Public Library  
Glenn Mozingo, Board of Trustees Chair  
P.O. Box 98  
Cumberland, VA 23040  
fgmozingo@verizon.net

Central Virginia Regional Library  
Richard Ewing, Director  
1303 W Third Street  
Farmville VA 23901  
(434) 603-6523  
rewing@cvrl.net



---

Derek Stamey, County Administrator  
Cumberland County, Virginia

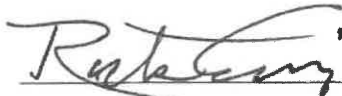
Date: 10/10/23



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Date: 10/10/23

Glenn Mozingo, Board of Trustees Chair  
Cumberland County Public Library



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Date: 10 Oct 2023

Richard Ewing, Director  
Central Virginia Regional Library

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** June 11, 2024  
**Item #:** 19  
**Department:** County Administration  
**Staff Contact:** Crystal Hensley/Sarah Elam Puckett  
**Agenda Item:** Repeal of 1971 Mobile Home (Trailer) Ordinance

---

**Summary:** In 1971, the Board of Supervisors approved a Mobile Home (Trailer) Ordinance. An excerpt of the June 1971 Board minutes containing the entirety of the ordinance is attached. It appears one of the primary purposes of the ordinance was to enable the Commissioner of Revenue to have a better check on t/he registrations of mobile homes in the County for the assessment of tangible personal property.

Crystal Hensley, Commission of Revenue, will be present at the Board meeting. She has met with County staff this spring and indicated that the \$2.00 registration fee that is required by the ordinance does not generate adequate revenue to even cover the cost of the administering the ordinance. See attached listing of the mobile home registrations applications processed in the Commissioner’s Office over the last nine years. She is requesting its repeal.

Section 15.2-1427 of the *Code of Virginia* directs that an ordinance may be repealed in the same manner in which ordinances are adopted. Thus, if the Board should choose to repeal this ordinance, it will wish to authorize a public hearing on the attached *Ordinance to Repeal the Mobile Home (Trailer) Ordinance, as Adopted June 8, 1971*.

**Attachment:** County Mobile Home (Trailer) Ordinance (1971 Board Minutes Excerpt)  
List of Mobile Home Registrations  
Draft Ordinance to Repeal the Mobile Home Ordinance

**Recommendation:** See Sample Motion

**Sample Motion(s):**

I move that the Board of Supervisors authorize a public hearing for the July 9, 2024 meeting to consider the proposed Ordinance to Repeal the County Mobile Home (Trailer) Ordinance.

OR

I move that the Board table the request for further discussion.

Motion _____	Cooper-Jones _____	Gilliam _____	Pride _____
Second _____	Emert _____	Jenkins _____	Townsend _____
		Jones _____	Watson _____

June 1971

advising that the Virginia Electric and Power Company had filed with the said Commission a proposed rider for temporary rate increase effective July 1, 1971, and

WHEREAS, it appearing from said notice that a hearing will be held in the courtroom of the State Corporation Commission on the 18th day of June, 1971, at 9:00 A.M., and

WHEREAS, it appearing further to this Board that it has been less than one year since a rate increase was granted to the Virginia Electric and Power Company by the Commission, and

WHEREAS, it is the feeling of this Board that another increase at this time would work an undue hardship on many of the citizens of this County, therefore

BE IT RESOLVED, that the Board of Supervisors of Prince Edward County does hereby register its opposition to an increase of 0.15¢ per kwh as applied for and respectfully requests that the Commission deny such increase due to reasons as stated herein, and

RESOLVED FURTHER, that a copy of this resolution be forwarded forthwith to the Clerk of the Commission.

Report of Superintendent of Welfare Department:

Report of the activities of the Local Board of Welfare for the County of Prince Edward for the month of May, 1971, was this day filed as required by Act of Assembly approved April 5, 1950, which said reports were examined and ordered to be filed by the Clerk of this Board in the manner prescribed by law.

Sheriff's Report:

Sheriff James W. Overton filed his monthly report of prisoners confined in the County Jail of this County for the month of May, 1971, which was approved, filed and ordered to be certified according to law. The Sheriff also filed with the Board a service report for the month of May.

Ordered that this meeting do now stand adjourned until June 8, 1971 at 2:00 O'Clock P.M.

*V. C. Bonnell*

, Clerk

*Hugh M. Jenkins*

Chairman

→ At a meeting of the Board of Supervisors of Prince Edward County, held on the 8th day of June, 1971, at 2:00 o'clock P.M., pursuant to order of adjournment entered on the 1st day of June, 1971, there were present:

- Hugh M. Jenkins, Chairman
- John C. Steck
- Charles B. Pickett
- H. E. Carwile, Jr.
- W. H. Kreye
- Thomas O. Bendurant

This being the date and hour set for the hearing on the Mobile Home (Trailer) Ordinance, as proposed at the meeting of the Board, on the 4th day of May, 1971, and advertised according to law as evidenced by a certificate of the publisher of the Farmville Herald

June, 1971

a newspaper published in the County of Prince Edward, Virginia, the Board met in the Circuit Courtroom along with approximately one hundred interested citizens. All those speaking to the issue were against the ordinance, as proposed, which would require a \$50.00 license tax, on each Mobile Home (Trailer); some being against any ordinance regulating Mobile Homes (Trailers) in Prince Edward County, but many expressed willingness to accept some form of registration which would enable the Commissioner of the Revenue to have a better check on Mobile Homes (Trailers) in listing same for tax as tangible personal property. After hearing from all those wishing to speak, the Board returned to the Board Room to further consider the matter. After full discussion by the Board along with the Commissioner of the Revenue and Treasurer, a motion was made by Mr. Bondurant, seconded by Mr. Kreye, and unanimously carried, the following ordinance was adopted:

**PRINCE EDWARD COUNTY MOBILE HOME (TRAILER)**

**ORDINANCE**

**ARTICLE I**

**AUTHORITY:** Be it ordained by the Board of Supervisors of Prince Edward County, Virginia, pursuant to Section 15.1-504 and Article 1.1, Chapter 6, Title 35, Code of Virginia, 1950, as amended, that the following will apply to the establishment of mobile homes inside and outside of a mobile home park in Prince Edward County, Virginia.

**ARTICLE II**

**PURPOSE:** The purpose of this ordinance is to promote the health, safety and general welfare of the county and provide additional revenue.

**ARTICLE III**

**DEFINITIONS:**

- 1. Mobile Home (Trailer): Shall mean any vehicle designed or used or maintained for use as a conveyance upon highways and so designed or so constructed to permit occupancy thereof as a dwelling.
- 2. Mobile Home Park (Trailer Park): A parcel of land under single ownership which has been placed and improved for the placement of two or more mobile homes for non-transient use, located in Prince Edward County, Virginia.
- 3. Trailer Lot: A unit of land used or intended to be used by one trailer.
- 4. Camping Trailer: A Camping trailer is any trailer or camper utilized as sleeping quarters for overnight or for short periods of time not to exceed 30 days.
- 5. Transient Trailer: A trailer which does not remain in the county for longer than 7 days in any 30 days period.
- 6. Travel Trailer: A vehicular portable structure built on a chassis, designed as or used for travel, recreation and vacation, having a body width not exceeding 8 feet and a body length not exceeding 29 feet. Travel trailers shall not include those trailers which are as defined herein, but which are used on a permanent basis or for more than 30 days.

**ARTICLE IV**

Section 1: No Trailer park shall after the effective date of this ordinance be constructed within the County of Prince Edward contrary to the provisions of any zoning ordinance which may be adopted by the County of Prince Edward.

Section 2: All trailer parks and all mobile homes placed or parked outside of trailer parks shall comply with all of the health regulations of the Commonwealth of Virginia and as set forth in the Statutes of said Commonwealth.

**ARTICLE V**

**REGISTRATION IN MOBILE HOME PARKS:** It shall be the duty of the owner or park manager of a mobile park home to keep a register containing a record of all mobile home owners and occupants located within the park and to make such register available for inspection at all times by law enforcement officers, public health officials and all other officials, whose duties necessitate the acquisition of the information contained in the register. The register record for each occupant registered shall not be destroyed for a period of three years following the departure of the registrant from the park.

June 1971

ARTICLE VI

**PARKING OF MOBILE HOMES OUTSIDE OF MOBILE HOME PARKS:** On and after the effective date of this ordinance, no person shall place or park a mobile home outside of a mobile home park on a lot either owned or leased by the owner of such mobile home containing less than one-half (1/2) acre of land. Said owner of such mobile home shall also obtain a license as provided in Article VII hereunder.

ARTICLE VII

**REGISTRATION FOR MOBILE HOMES:**

On or after the effective date of this ordinance every owner of a mobile home located in the County of Prince Edward, whether said mobile home be located in a mobile home park or outside of a mobile home park, shall pay a registration fee of \$2.00. Such registration fee to be paid on or before the effective date of this ordinance or upon the first locating of said mobile home in Prince Edward County.

ARTICLE VIII

**ELECTRIC SERVICE:** It shall be unlawful for any electric company to furnish electricity to any mobile home that is to be used as a dwelling or living quarters in Prince Edward County, Virginia, unless the company has been notified by the Commissioner of Revenue of said County or a valid receipt having been produced by the owner indicating that the registration fee has been duly paid. It shall also be unlawful for any individual to provide electricity to any mobile home that is to be used as a dwelling or living quarters in Prince Edward County, Virginia, through the use of an extension electrical cord method, unless said registration fee has been paid.

ARTICLE IX

**ENFORCEMENT:** It shall be the primary responsibility of the Commissioner of Revenue of this County to enforce the provisions of this ordinance. Any persons desiring to place a mobile home in Prince Edward County or any persons having a mobile home in Prince Edward County on or after January 1, 1972, shall apply to the Commissioner of Revenue for a permit for the placing of said mobile home and pay to the Treasurer of this County the registration fee as herein above provided.

ARTICLE X

Upon the payment of the registration fee as herein above provided the Commissioner of Revenue shall furnish to such taxpayer a license plate or decal showing that the registration fee has been paid, such license plate or decal shall be attached or affixed to each mobile home in such manner as to be plainly visible to any official and at a point nearest to the closest street or driveway.

ARTICLE XI

**PENALTIES:** Any person who violates any provision of this ordinance or any provision of any regulation adopted by the Health Director pursuant to authority granted by this Ordinance, shall upon conviction be punished by a fine of not more than \$300.00 for each offense, and each day's failure of compliance with any such provision shall constitute a separate violation. Any false statement knowingly and intentionally made relating to a material act for the purpose of obtaining a permit or upon records required to be kept under the provisions of this Ordinance shall be a violation of this Ordinance.

ARTICLE XII

If the Sheriff of Prince Edward County finds that any provisions of this ordinance are being violated he shall take the necessary action pursuant to authority granted by the Statute of the State of Virginia and this ordinance to insure compliance with its provisions.

ARTICLE XIII

**CONFLICT OF ORDINANCES: EFFECT OF PARTIAL INVALIDITY:**

1. In any case where a provision of this ordinance is found to be in conflict with a provision of any zoning, building, fire, safety or health ordinance or code of this county existing on the effective date of this ordinance, the provision which establishes the higher standard for the promotion of the health and safety, and general welfare of the people shall prevail.
2. In any case where a provision of this ordinance is found to be in conflict with a provision of any other ordinance or code of this county existing on the effective date of this ordinance which establishes a lower standard for the promotion and protection of the health and safety of the people, the provisions of this ordinance shall be deemed to prevail, and such other ordinances or codes are hereby declared to be repealed to the extent that they may be found in conflict with this ordinance.
3. If any portion of this ordinance shall be declared invalid for any reason whatsoever such decision shall not affect the remaining portions of this ordinance, which shall remain in full force and effect, and to this end, the provisions of this ordinance are hereby declared to be severable.

ARTICLE XIV

All owners of mobile homes located in the County of Prince Edward shall file personal property returns and pay personal property taxes upon said mobile homes according to levy as established by the Board of Supervisors of Prince Edward County.

ARTICLE XV

**EXEMPTIONS:** This ordinance shall not apply to travel trailer or travel trailer parks used for recreational purposes, nor shall it apply to the parking of transient trailers.

June 1971

ARTICLE XVI

EFFECTIVE DATE: This ordinance shall be effective on and after 12:01 A. M., January 1, 1972.

On motion of Mr. Bondurant, seconded by Mr. Steck, and unanimously carried, the following ordinance is hereby proposed for adoption by the Board of Supervisors of Prince Edward County, on the 25th day of June, 1971, at 2:00 o'clock P.M.:

ORDINANCE TO PROVIDE FOR THE APPORTIONMENT OF MEMBERS OF COUNTY BOARDS OF SUPERVISORS TO ESTABLISH BOUNDARY LINES OF THE ELECTION DISTRICTS AND TO NUMBER EACH ELECTION DISTRICT

BE IT ORDAINED, by the Board of Supervisors of Prince Edward County, Virginia;

Section 1: Pursuant to authority contained in the Code of Virginia, 1950, as amended, Section 15.1-37.4 through Section 15.1-37.8 and Section 15.1-571 and Section 15.1-571.1, the Election Districts of Prince Edward County are hereby created and established as set forth in this ordinance.

Section 2: The Election Districts, with populations as set forth, are as follows:

Election District 1.	Population 5,353
Election District 2	Population 1,784
Election District 3	Population 1,794
Election District 4	Population 1,873
Election District 5	Population 1,732
Election District 6	Population 1,843

Section 3: The boundaries of the respective Election Districts are as set forth below:

Election District 1: Shall be wholly within the Corporate Limits of the Town of Farmville within the County of Prince Edward and as described in the annexation court order, entered on the 20th day of January, 1970, recorded in Law Order Book, No. 14, at pages 349-358 inclusive, of the Clerk's Office of the Circuit Court of Prince Edward County, Virginia.

Election District 2: Beginning at a point on the Nottoway County line where Secondary Highway 621 intersects said line; thence in a westerly direction along the center of Secondary Highway 621 to its intersection with Secondary Highway 607; thence in a northerly direction along the center of Secondary Highway 607 to its intersection with U. S. Highway 460; thence along the center of U. S. Highway 460 in a northwesterly direction to the intersection of Secondary Highway 606; thence along the center of Secondary Highway 606 in a westerly direction to its intersection of Secondary Highway 613; thence in a northwesterly direction along the center line of Secondary Highway 613 to its intersection of Secondary Highway 605; thence along the center of Secondary Highway 605 in a southwesterly direction to its intersection with Secondary Highway 696; thence along the center of Secondary Highway 696 in a southerly direction to its intersection with Secondary Highway 636; thence in a northwesterly direction along Secondary Highway 636 to its intersection of Secondary Highway 637; thence along the center line of Secondary Highway 637 in a westerly direction to its intersection with Secondary Highway 630; thence along the center line of Secondary Highway 630 in a westerly direction to its intersection of Secondary

## Mobile Home Registration Applications Processed

<b>Calendar Year</b>	<b>Number of Permits Sold</b>	<b>Funds Collected</b>
2015	43	(\$86.00)
2016	35	(\$70.00)
2017	53	(\$106.00)
2018	35	(\$70.00)
2019	38	(\$76.00)
2020	34	(\$68.00)
2021	87	(\$174.00)
2022	44	(\$174.00)
2023	17	(\$46.00)
2024		

Average                      43                      (\$96.67)

**BOARD OF SUPERVISORS**

Pattie Cooper-Jones  
Chair  
Victor "Bill" Jenkins  
Vice Chair  
J. David Emert  
Llew W. Gilliam, Jr  
E. Harrison Jones  
Odessa H. Pride, Ed.D.  
Jerry R. Townsend  
B. VonCannon Watson



**COUNTY OF PRINCE EDWARD, VIRGINIA**

**COUNTY ADMINISTRATOR**  
Douglas P. Stanley, AICP, ICMA-CM  
Post Office Box 382  
111 N. South Street, 3<sup>rd</sup> Floor  
Farmville, VA 23901  
Office: (434) 392-8837  
Fax: (434) 392-6683  
[dstanley@co.prince-edward.va.us](mailto:dstanley@co.prince-edward.va.us)  
[www.co.prince-edward.va.us](http://www.co.prince-edward.va.us)

**AN ORDINANCE TO REPEAL THE  
PRINCE EDWARD COUNTY MOBILE HOME (TRAILER) ORDINANCE  
ADOPTED JUNE 8, 1971**

PURSUANT TO THE REQUIREMENTS OF SECTION 15.2-147 OF THE *CODE OF VIRGINIA*, BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF PRINCE EDWARD, VIRGINIA, AS FOLLOWS:

That certain Ordinance entitled Prince Edward County Mobile Home (Trailer) Ordinance, dated June 8, 1971, is hereby repealed.

Adopted by the Board of Supervisors of the County of Prince Edward, Virginia, on the \_\_\_ day of July, 2024, as follows:

Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam Jr.  
Victor "Bill" Jenkins  
E. Harrison Jones  
Odessa H. Pride, Ed.D.  
Jerry R. Townsend  
B. VonCannon Watson

Yes

No

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** June 11, 2024  
**Item #:** 20  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley  
**Agenda Item:** Capital Improvement Plan (CIP) Process and Schedule

---

**SUMMARY:**

The Capital Improvement Plan (CIP) is intended as a guide to assist the Board of Supervisors in the development of the County’s budget. The current FY 2022-2024 Prince Edward County Capital Improvement Plan was adopted by the Board of Supervisors at its meeting on October 12, 2021. The Plan included 14 projects totaling \$55,186,214 in project cost. To date, the only projects that have not been completed off the list include the new animal shelter (#1), elementary school renovation (#3), and the VDOT revenue sharing program (#3). The animal shelter is currently in design, the elementary school project is in design and will go out to bid this fall, and the Board recently approved funding of the revenue sharing project for the Manor. All the remaining projects have been completed.

To keep the CIP current, it must be updated every two years. The CIP update process will begin with the submission of capital expenditure requests from County Departments and associated agencies in July. The Planning Commission will evaluate the requests using a list of twelve criteria. These criteria are similar to those developed by the Virginia Department of Housing and Community Development and used by other jurisdictions for evaluating capital projects. The use of evaluation criteria provides objectivity to the evaluation process.

The Commission, using the criteria scores, will determine a recommended priority for the various requests. Representatives of departments making expenditure requests will be invited to comment on the proposed plan. The Planning Commission will then held a public hearing on the proposed CIP before making a formal recommendation to the Board of Supervisors.

It should be noted that the CIP is *strictly advisory*. Once the plan is adopted, individual project priorities may change throughout the course of the year. It is quite possible that a certain project may not be funded during the year indicated in the CIP.

The Prince Edward County CIP includes major capital projects that are: 1) Non-recurring 2) Should have a “useful life” of five years or more 3) The estimated cost of the expenditure must exceed \$50,000 for a general government project and \$100,000 for a school project. Expenditures above this amount will be considered “capital”, and those below it “operating”. Projects included in this document address facilities development and/or improvement, infrastructure and large equipment needs.

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_



**Board of Supervisors  
Agenda Summary**

Each project will be associated with a specific operating department and will include prior funding, estimated expenditures over the next five years and the total estimated cost of the project. All figures used represent estimated expenditures of the County. Also included for each project is a complete description, justification, possible funding source, impact on departmental operating budget and the project’s relationship to the County’s Comprehensive Plan.

**ATTACHMENTS:**

Proposed FY 24-26 CIP Schedule, Project Justification Forms, FY 2022-2024 CIP, CIP Implementation List

**RECOMMENDATIONS:**

That the Board of Supervisors adopt the proposed FY 2024-2026 Capital Improvement Plan Schedule and direct the County Administrator to work with the staff and Planning Commission in the development of the plan.

**SAMPLE MOTION:**

I move that the Board of Supervisors adopt the attached schedule for the development of the Prince Edward County FY 2024-2026 Capital Improvement Plan. I further move that the Board direct the County Administrator to work with the staff and Planning Commission in the development of the plan.

OR

I move that the Board table the request for further consideration.

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

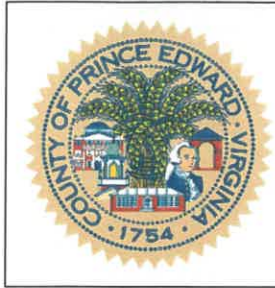
Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_



# FY 2024-2026 Capital Improvement Planning (CIP) Process

Items	2024												
	July	Aug	Sep	Oct	Nov	Dec	Jan						
Send memorandum to Departments Requesting Projects													
Project Submissions (August 15 <sup>th</sup> Deadline)													
Planning Commission Review and Evaluation of Project Requests													
Meet With Individual Departments													
Complete CIP Draft													
Revise and Present CIP to Planning Commission													
Planning Commission - CIP Public Hearing													
Present CIP to Board of Supervisors													
Board of Supervisors - CIP Public Hearing													

\* Departments include all Constitutional Offices, Administrative Departments, Public Library, and the Prince Edward County School Board.



**FY 2024-2026 CAPITAL IMPROVEMENTS PLAN  
INDIVIDUAL DESCRIPTION AND  
JUSTIFICATION FORM**

RETURN TO: COUNTY ADMINISTRATION

**Project Name:** \_\_\_\_\_

**Date Prepared:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Agency Contact Person:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Location of Project:** \_\_\_\_\_

**Magisterial District:** \_\_\_\_\_

---

**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

---

**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

---

**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.

---

**Please describe the need for the project.**

---

**Please describe and justify the proposed location of the project.**

**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/them and indicate the relationship between the projects.

**Project Priority:** \_\_\_\_\_

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

**Estimated Cost (in 2024 dollars):**

**PROPOSED EXPENDITURES**

<b>Element</b>	<b>1<sup>st</sup> FY 2025</b>	<b>2<sup>nd</sup> FY 2026</b>	<b>3<sup>rd</sup> FY 2027</b>	<b>4<sup>th</sup> FY 2028</b>	<b>5<sup>th</sup> FY 2029</b>	<b>Beyond FY 5</b>	<b>Total</b>
Planning, Surveying, & Design							
Land Acquisition							
Site Preparation & Improvements							
Construction							
Furniture and Equipment							
Other							
<b>Total</b>							

**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

Element	1 <sup>st</sup> FY 2025	2 <sup>nd</sup> FY 2026	3 <sup>rd</sup> FY 2027	4 <sup>th</sup> FY 2028	5 <sup>th</sup> FY 2029	Beyond FY 5	Total
General Fund							
Other Fund							
State Grants							
Bonds and Debts							
Other Fundraising							
<b>Total</b>							

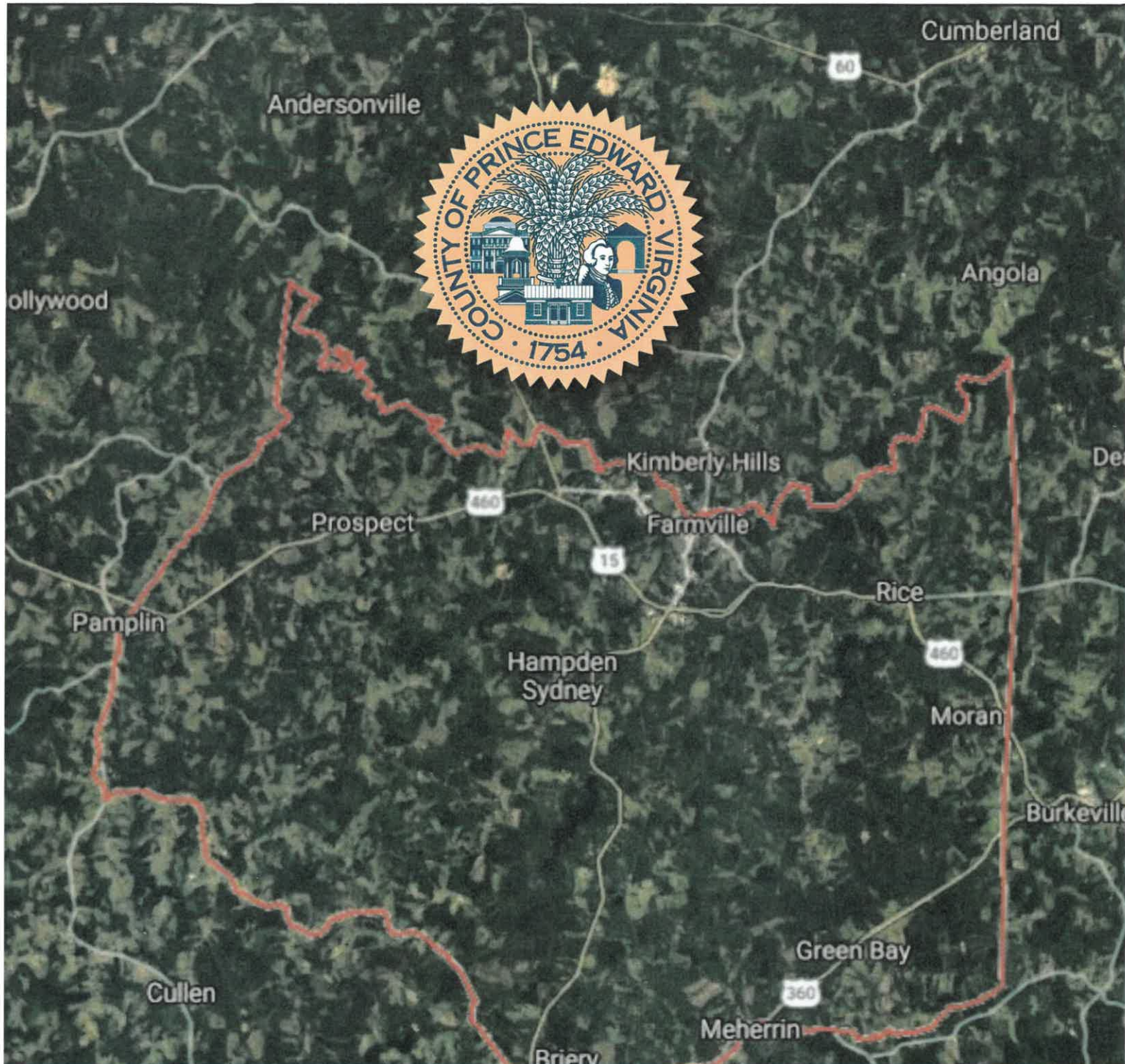
**Please describe the funding (i.e. type of grant):**

**Impact on Operating Budget:** Indicate the impact of the project on the department's operating budget.

**IMPACT ON OPERATIONS**

<b>Element</b>	<b>Agency Budget Prior to Project</b>	<b>Project Impact</b>	<b>Agency Budget First Year After Project</b>
Personnel Expenses			
Fringe Benefits			
Contract Services			
Materials and Supplies			
Leases & Rentals			
Other Operations			
Subtotal			
Offsetting Revenue			
Net Cost			





# CAPITAL IMPROVEMENT PLAN FY2022-2024





## Capital Improvement Plan FY2022-2024

### **PRINCE EDWARD COUNTY BOARD OF SUPERVISORS**

J. David Emert, Chairman  
Odessa Pride, Vice-Chairman  
Beverly M. Booth  
Pattie Cooper-Jones  
Llewellen Gilliam, Jr.  
Robert M. Jones  
Jerry R. Townsend  
James Wilck

Douglas Stanley, County Administrator  
Sarah Elam Puckett, Assistant County Administrator

### **PRINCE EDWARD COUNTY PLANNING COMMISSION**

John Prengaman, Chairman  
John "Jack" W. Peery, Jr., Vice-Chairman  
Preston C. Hunt  
Mark Jenkins  
Robert M. Jones  
Clifford Jack Leatherwood  
Whitfield M. Paige  
Teresa Sandlin  
Cannon Watson  
Henry Womack

### **PLANNING DEPARTMENT**

Robert Love, Planning Director





# Capital Improvement Plan FY2022-2024

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## Capital Improvement Plan FY2022-2024

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### Introduction

Section 15.2-2239 of the Code of Virginia assigns the responsibility for capital outlay programs to the local planning commissions. The Code states that the local commission may, and at the direction of the governing body shall, prepare and revise annually a capital improvement program based on the comprehensive plan of the county or municipality for a period not to exceed the ensuing five years.

At their meeting on March 9, 2021, the Prince Edward County Board of Supervisors authorized the Planning Commission and staff to develop a Capital Improvement Plan (CIP) for fiscal years 2022-2024. The CIP is to be updated on an annual basis with individual projects removed and added from the plan as they are completed or as priorities change. The plan is intended as a guide to assist the Board of Supervisors in the development of the County's annual budget.

The CIP process began with the submission of capital expenditure requests from County Departments and associated agencies in April. These requests were evaluated by the Planning Commission, using a list of twelve criteria. These criteria are similar to those developed by the Virginia Department of Housing and Community Development and those used by other jurisdictions for evaluating capital projects. The use of evaluation criteria provides objectivity to the evaluation process.

The Commission, using the criteria scores, determined a recommended priority for the various requests. Representatives of departments making expenditure requests were invited to comment on the proposed plan. The Planning Commission then held a public hearing on the proposed CIP before making a formal recommendation to the Board of Supervisors.

It should be noted that the CIP is *strictly advisory*. Once the plan is adopted, individual project priorities may change throughout the course of the year. It is quite possible that a certain project may not be funded during the year indicated in the CIP. Individual project funding requests must be submitted annually by the requesting department as part of the County's budget process.

The Prince Edward County CIP includes major capital projects that are: non-recurring; should have a "useful life" of five years or more; and the estimated cost of the expenditure must exceed \$50,000 for a general government project and \$100,000 for a school project. Expenditures above this amount will be considered "capital", and those below it "operating". Projects included in this document address facilities development and/or improvement, infrastructure and large equipment needs.

Each project is associated with a specific operating department and will include prior funding, estimated expenditures over the next five years and the total estimated cost of the project. All figures used represent estimated expenditures of the County. Also included for each project is a complete description, justification, possible funding source, impact on departmental operating budget and the project's relationship to the County's Comprehensive Plan.

<b>Department:</b> Prince Edward County Animal Control		<b>Project Title:</b> New Animal Shelter				
<b>Prior Approved Funding</b>	<b>Estimated Expenditures by Fiscal Year</b>					<b>Estimated Total Costs</b>
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	
			1,500,000			\$1,500,000

**DESCRIPTION**

The project aims to replace the current municipal animal shelter located at 255 County Shop Road. The current shelter was constructed in the 1970’s and has been added onto and modified multiple times to try and adapt to changing state requirements. The current shelter is masonry block construction with concrete floors. The main building has five rooms. There is a separate room attached to the back of the building. The shelter can accommodate 9 cats and 11 dogs legally. Both the State Veterinarian and the County’s overseeing veterinarian have made comments on inspection and suggested replacement in light of failing to meet all state regulations for an animal shelter. The isolation room and euthanasia room do not meet current state requirements.

**JUSTIFICATION**

The current shelter facility is too small to meet current and project needs. The shelter stays full for long periods of time and as a result, staff is unable to take in animals when needed. There is no adequate storage space for supplies or equipment. The block construction promotes high humidity and causes issues with electronics and the ability of paint to adhere to walls and floors. Staff is unable to modify the shelter to meet current needs or mandated requirements of the state. Repair costs to the shelter are beginning to reach the point of becoming unjustifiable in comparison to replacement. A new shelter would allow the County to house more animals in a better environment without the threat of fines or shutdown due to existing deficiencies.

The Prince Edward County Animal Shelter serves all citizens of Prince Edward County. The shelter is jointly used by the Town of Farmville. On average, the shelter brings in 400-500 animals per year. The shelter has less than a 1% euthanasia rate which means that they are able to adopt out or transfer most animals.

**FUNDING SOURCES**

The project would be funded from the County’s general fund. There may also be the potential for private donations, grants, and a contribution from the Town of Farmville.

**OPERATING BUDGET IMPACT**

While the new facility will be larger it will incorporate energy saving features so there should be a minimal impact on the operating budget.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

The Comprehensive Plan lists as a goal to: “To increase the quality of life in the County through the provision of a wide range of high quality public facilities and services that are easily accessible to all citizens.” As an objective, the plan states to, “Provide adequate government facilities to accommodate the expanding service needs of citizens.”



<b>Department:</b> Prince Edward County Public School System		<b>Project Title:</b> Prince Edward County Elementary School – Renovation/Replacement				
<b>Prior Approved Funding</b>	<b>Estimated Expenditures by Fiscal Year</b>					<b>Estimated Total Costs</b>
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	
		34,000,000				\$45,255,164

\*Total project(s) cost is undetermined.

**DESCRIPTION**

The Prince Edward County Elementary School was constructed in several phases as the needs of the school community grew. There are seven sections of the elementary school, the first of which was constructed in school year (SY) 1969-1970. The building has been in continuous use since its construction and shows significant structural wear, in spite of consistent maintenance efforts. Thus, based on the age, condition, and functional inefficiencies of the elementary building, the School System is requesting a new elementary school building, or, at minimum, a significant renovation to the facility.

**JUSTIFICATION**

The elementary school is the center for early learning and houses over 800 students and 60 staff members and volunteers. It is the location for parent nights, celebrations, dances, professional development, parent/community resource centers, and many other activities which bring several communities together. The buildings, though well maintained, continue to demonstrate wear from not only use but also weather. Ice, rain, and wind storms, and aging waterpipes have plagued the buildings for several years. Although roof areas have been patched and repaired, the roofing structures continue to deteriorate causing leaks, damaged tiles, and warped wall and floor times throughout the buildings. Without significant renovations and/or construction of a replacement building(s), the elementary school will not meet the public health and safety needs of our children and staff.

**FUNDING SOURCES**

Funding would be provided from the County’s general fund. The County has started to put aside capital improvement funding and is looking to some additional funding sources including meals tax and a possible 1% additional local sales tax to generate additional revenue for the project.

**OPERATING BUDGET IMPACT**

There would be a reduced impact on the County’s operating budget.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

The Comprehensive Plan lists as an objective to: “Work cooperatively with the school board on planning the new location of any new public schools in the County.”



<b>Department:</b> Prince Edward County Administration			<b>Project Title:</b> VDOT Revenue Sharing Program			
<b>Prior Approved Funding</b>	<b>Estimated Expenditures by Fiscal Year</b>					<b>Estimated Total Costs</b>
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	
	75,000	100,000	125,000	150,000	150,000	\$600,000

**DESCRIPTION**

The Virginia Department of Transportation has a matching program whereby localities may pay 50% of the cost of construction of transportation improvements. These funds can be used outside of the County’s Primary and Secondary road improvement plans to make necessary improvements.

**JUSTIFICATION**

Road improvement projects that could be funded under this program have the potential to serve the entire community. Improved roads provide better access for property owners, reduce damage to vehicles, enhance property values and improve public safety response times. One of the most significant issues identified as a community need has been the up-grading of substandard roads.

The Poplar Hill CDA has discussed that the County apply for funding through the program for proposed turn lanes for Manor House Drive. The turn lanes are required for the build-out of the project. The CDA and its partners could provide a portion of the required match for the project. At its meeting on July 13, 2021, the Board approved a resolution to request Revenue Sharing funding for a turn lane project—Manor House Drive—0.38 +/- miles (Manor Subdivision).

Due to the COVID-19 impacts, funding for the Revenue Sharing Program was used to offset revenue to keep the States Smartscale projects on schedule. As a result, funding for revenue sharing was pushed back four years. If approved, funds would be available beginning July 1, 2026 for FY 27. Given that the original Manor House Drive was constructed using a portion of Tobacco Commission Grants, the County can look for matching funds there as well in the coming years.

**FUNDING SOURCES**

This project would be funded from a combination of COA funding, developer contributions and grant funding.

**OPERATING BUDGET IMPACT**

There will be no impact on the operating budget.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

The Comprehensive Plan lists as a goal to: “To provide for the efficient, safe, and economic movement of people and goods within the County.” To meet this goal, one of the adopted objectives includes, “Promote transportation system improvements that are beneficial to the economic health of the County.”

<b>Department:</b> Prince Edward County Public Works		<b>Project Title:</b> Landfill Compactor Replacement				
<b>Prior Approved Funding</b>	<b>Estimated Expenditures by Fiscal Year</b>					<b>Estimated Total Costs</b>
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	
			750,000			\$750,000

**DESCRIPTION**

Replace Landfill Compactor, Now we are operating a Cat 816B with over 15,000 hours on it and it is on its second engine and transmission. The machine is still in operating condition but its age and hours are starting to show.

The compactor is the most important piece of equipment at the landfill. It compacts the trash. It is operated from 8:00 am to 4:00 pm every day of the week.

Estimated price for replacement \$750,000

**JUSTIFICATION**

Updating equipment for less down time and more effective work. Newer equipment will run more efficient less fuel cost less repair cost. A newer Compactor would also have a second machine in case one goes down we would have a back up to continue taking trash.

This will serve the entire county as it will prolong the life of the landfill cells. The compaction of the daily trash taking in reduces the amount of air space, meaning the cells will last longer.

**FUNDING SOURCE**

Funding would come from the County’s landfill fund.

**OPERATING BUDGET IMPACT**

There will be no impact on the operating budget.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

There is no reference to the proposed project in the comprehensive plan.





<b>Department:</b> Prince Edward County Emergency Management		<b>Project Title:</b> Emergency Communications Radio System				
<b>Prior Approved Funding</b>	<b>Estimated Expenditures by Fiscal Year</b>					<b>Estimated Total Costs</b>
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	
		4,793,418				\$5,619,346

**DESCRIPTION**

This project will overhaul and replace the currently outdated emergency communications radio system for emergency services agencies countywide. The current Fire/Rescue radio system operates on an antiquated UHF analog frequency off one tower site on Leigh Mountain. This will also increase the coverage for Prince Edward Sheriff’s Office. Their current system operates off one tower site at Hampden-Sydney Water Tower with coverage issues countywide. The proposed UHF Digital system will use a maximum of 5 tower sites countywide to achieve 95% handheld portable coverage. In addition, this system will mirror systems put in place in surrounding counties and the Town of Farmville furthering the interoperability between responders both in-county and out.

**JUSTIFICATION**

The current system in place for both Fire/Rescue and the Sheriff’s Office leave coverage issues all over the County. These coverage issues do not give responders the ability to communicate effectively with the dispatch office. The proposed Digital UHF system will have multiple repeater sites all over the County, thus giving our responders the security they need to be able to use the radio system when needed. The existing system is outdated and becoming obsolete and currently only has one channel. The proposed system will provide Fire/Rescue two repeated channels. On large incidents, the current system can become overwhelmed with traffic causing delays in radio transmissions. Overall the proposed radio system will increase safety off all responders by providing a reliable platform to effectively respond to and mitigate emergencies in Prince Edward County.

The proposed communications system will serve all emergency responders with reliable equipment and system to be able to get vital information to mitigate the emergencies in Prince Edward County. Not only will the system and equipment serve the responders, it will be the reliable link between 911 and the responders when citizens call for help. Furthermore, the system will allow mutual aid agencies the ability to coordinate response seamlessly when requested to assist on an incident inside the County. Overall, the communications system will serve everyone in the County, from first responders to citizens, by insuring a reliable communications system and equipment is operable when an emergency arises.

**FUNDING SOURCES**

The project would be funded from the County’s general fund.

**OPERATING BUDGET IMPACT**

There will be an impact on the County’s operating budget due to an increased number of tower/antennae sites.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

The Comprehensive Plan lists as a goal to: “Ensure the provision of high quality public safety services to all County citizens.” As a strategy, the plan states to: ”Continually ascertain the capital needs of the County’s emergency service departments, and establish funding priorities to address those needs.”

<b>Department:</b> Prince Edward County Buildings and Grounds			<b>Project Title:</b> Courthouse Chiller Replacement			
<b>Prior Approved Funding</b>	<b>Estimated Expenditures by Fiscal Year</b>					<b>Estimated Total Costs</b>
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	
	230,000					\$230,000

**DESCRIPTION**

Replacement of McQuay 220-ton chiller, originally installed in 1979. This chiller provides the cooling for the courthouse building and court rooms, approximately 63,000 square feet, visitors, and 70 employees.

**JUSTIFICATION**

The Chiller was installed in 1997. Since then, two of the three compressors have been replaced. 24 years is exceeding the life of the equipment (15-20 years) and planned replacement would cause less disruption in the daily operation of the courthouse and be less costly than emergency replacement.

This chiller serves the whole 7 floors (3 floors north, 4 floors south) of the Prince Edward County Courthouse. It is getting more difficult to find replacement parts for a unit of its age. If the chiller were to go down it would be during the heat of summer when it is most needed, affecting not only operations of county government and Sheriff’s Office but also our court systems, Judges, Commonwealth Attorney, Clerks of the courts, and court room operations.

The new unit will be more energy efficient resulting in significant energy savings for the county.

**FUNDING SOURCES**

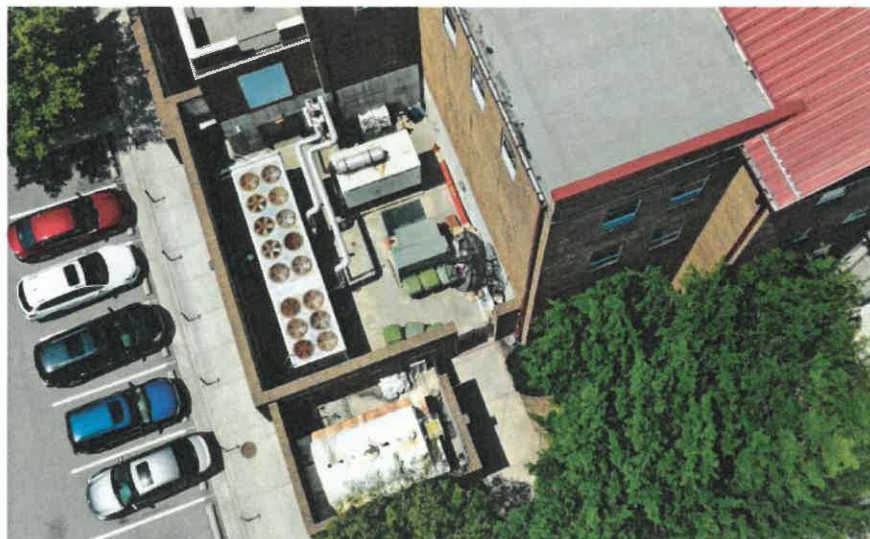
This project would be funded from the County’s general fund.

**OPERATING BUDGET IMPACT**

It would be anticipated that a new HVAC would be more efficient cooling.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

The Comprehensive Plan lists as an objective to: “Provide adequate government facilities to accommodate the expanding service needs of citizens.”



<b>Department:</b> Prince Edward County Public Works			<b>Project Title:</b> Convenience Site Upgrades			
<b>Prior Approved Fund-</b>						<b>Estimated Total Costs</b>
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	
	75,000	75,000	75,000	75,000	75,000	\$375,000

**DESCRIPTION**

The County has a total of six convenience sites to serve its citizens for solid waste disposal dispersed throughout the County in Rice, Green Bay, Worsham, Prospect, Darlington Heights, and Virso. In addition, the County operates the Tuggle site which is located adjacent to the landfill.

The current sites are primitive with few amenities. The County is looking to upgrade each of the sites to provide a better customer experience. Upgrades would include paving, new fencing, signage, concrete pads for compactors, and site lighting.

**JUSTIFICATION**

Current convenience sites are unpaved, typically have potholes, and do not have adequate screening/lighting. They are uninviting to the public and reflect poorly on the community.

These improvements would serve the entire community with those living outside Farmville town limits getting the most benefit.

**FUNDING SOURCES**

The project would be funded from the County’s general and solid waste funds.

**OPERATING BUDGET IMPACT**

The project should provide a slight reduction in operating budgets given the reduction in staff time required to maintain the current gravel surface at each of the sites due to washouts.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

The Comprehensive Plan lists as an objective to: “Provide adequate government facilities to accommodate the expanding service needs of citizens.”



<b>Department:</b> Prince Edward County Public School System		<b>Project Title:</b> Prince Edward County High School – Track Renovation				
<b>Prior Approved Funding</b>	<b>Estimated Expenditures by Fiscal Year</b>					<b>Estimated Total Costs</b>
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	
	297,704					\$297,704

**DESCRIPTION**

Renovation/replacement of the Prince Edward County High School Track facility to include but not limited to:  
 Removal and disposal of existing rubberized track  
 Filling of asphalt cracks  
 Installation of Petromat Paving Fabric  
 Installation of field, turf, and fence protection

**JUSTIFICATION**

The Prince Edward County High School tracks is used year round by the students of Prince Edward County High School and Prince Edward County Middle School during the school day and after school. During the school day the track can be used by over 750 students in physical education classes. The track is used after school for cross country (25 athletes), Indoor Track – Winter (35 athletes), Outdoor Track – Spring (40 athletes), and Middle School Track (35 athletes). The County also hosts Cross Country meets with approximately 75 runners as well as track meets with over 100 participants. The Hampden-Sydney Track and Cross Country teams as well as the Longwood Track and Cross Country teams use the track. The Special Olympics also use the track annually for their track and field event as well as Relay-for-Life for their fundraising event. The track is used daily by the public on weekends, before and after school and during the day as long as students are not on the track.

The track is used by numerous groups for recreation, fitness and competitions throughout the year. PECPS have hosted District and Regional meets at the facility over the years, but in the current condition of the track and high jump runways with the asphalt exposed, pieces of the rubberized surface pulled loose or uneven surface it is becoming a safety issue and is not the quality a track surface needs to be to host District and Regional Championships. The high jump runways have settled in the ground over the years and weeds are growing up through the asphalt. The track needs to be repainted as the paint is fading and missing where parts of the rubberized track have pulled loose.

**FUNDING SOURCES**

This project would be funded from the County’s general fund.

**OPERATING BUDGET IMPACT**

Completion of this project would have no impact on operational costs.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

The Comprehensive Plan lists as a goal to: “Ensure the provision of high quality recreation services to all County citizens.”



<b>Department:</b> Prince Edward County Administration			<b>Project Title:</b> Courthouse Lawn Renovation			
<b>Prior Approved Fund-</b>						<b>Estimated Total Costs</b>
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	
	109,000					\$109,000

**DESCRIPTION**

The Prince Edward County Courthouse and its front lawn represent the most prominent public space on Main Street. The Courthouse lawn to-date, the County has not done a good job of developing and maintaining the space. The space has the potential to be a public gathering spot, a place for people to come together and celebrate, to remember the past, and to practice their rights to assemble.

The project would renovate the existing Courthouse lawn including reconstruction of plaza, removal of shrub hedge and brick columns, installation of new plaza and walkways, power washing of existing concrete, installation of new landscaping, signage, lighting, flagpoles, and site furniture.

**JUSTIFICATION**

The existing lawn and plaza are worn and in need of repair. The bricks in the plaza are uneven and present a tripping hazard. The gravel pathways present a maintenance problem due to washing onto the Town sidewalks. The brick columns along the front are crumbling in places and need to be re-pointed or removed. The shrubs are overgrown and the lawn needs to be replanted. Additional site lighting and benches need to be added to improve the visitor experience. Lastly, the flagpoles need to be replaced with more substantial poles befitting the Courthouse lawn.

The project would potentially serve the entire 23,000+ resident of Prince Edward County. As a place of inspiration and reflection for the Community, the Courthouse lawn would also serve as a gathering place for main street including festivals and events.

**FUNDING SOURCES**

This project would be funded from the County’s general fund.

**OPERATING BUDGET IMPACT**

There will be a minimal impact on the operating budget.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

The Comprehensive Plan lists as a goal to: “Enhance community appearance and property maintenance.”



<b>Department:</b> Prince Edward County Cannery		<b>Project Title:</b> Cannery Boiler Replacement				
<b>Prior Approved Funding</b>	<b>Estimated Expenditures by Fiscal Year</b>					<b>Estimated Total Costs</b>
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	
		60,000				\$60,000

**DESCRIPTION**

Replace 49-year old boiler used to prepare foods and process canned goods for county residents.

**JUSTIFICATION**

Cannery serves county residents in processing home grown foods and vegetables, as well as small commercial businesses in the county

**FUNDING SOURCES**

This project would be funded from the County’s general fund.

**OPERATING BUDGET IMPACT**

The project should have a positive impact on the operating budget by providing a more energy-efficient boiler.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

The Comprehensive Plan does not discuss the proposed improvements. The proposed improvements would help maintain existing facilities.



<b>Department:</b> Prince Edward County Public Works		<b>Project Title:</b> Purchase of a Skid Steer				
<b>Prior Approved Funding</b>	<b>Estimated Expenditures by Fiscal Year</b>					<b>Estimated Total Costs</b>
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	
	50,000					\$50,000

**DESCRIPTION**

Purchase of a skid steer for use at the landfill, convenience sites, and other County properties.

**JUSTIFICATION**

This equipment will service the landfill, collection sites and the court house (during snow removal). It will be able to mow the landfill slope without damage to the clay cap on the closed land fill cells. We will be able to grade and sweep the landfill roads for less mud in the State highway. The collection sites will be able to be graded more often and easier than with a large dozer. The County will be able to remove snow with this equipment at its parking lots and shelters. the equipment has a cab on it so the employee operating it will be safer and out of the elements of the weather.

Public Works staff are currently using a farm tractor for all items listed above and the tires are cutting into the clay cap on the older landfill cells making them leak and we have to repair. The farm tractor is very dangerous on the landfill slopes mowing as it has already been turned over one time in the past. The farm tractor is not made for this type of work.

**FUNDING SOURCES**

The project would be funded from the County’s general fund.

**OPERATING BUDGET IMPACT**

There will be a minimal impact on the operating budget.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

There is no reference to the proposed project in the Comprehensive Plan. The proposed purchase would help maintain existing facilities.



<b>Department:</b> Prince Edward County Buildings and Grounds		<b>Project Title:</b> Courthouse Telephone System				
<b>Prior Approved Funding</b>	<b>Estimated Expenditures by Fiscal Year</b>					<b>Estimated Total Costs</b>
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	
	50,000					\$50,000

**DESCRIPTION**

Replacement of current 15-year old telephone system at the Courthouse with a new Voice over internet protocol (VOIP) system. Currently there are 162 telephone lines and 17 fax lines in the Courthouse. There may be the need to replace/upgrade some of the cabling in the building to Category 5/6.

**JUSTIFICATION**

The current telephone is approximately 15-years old and is no longer supported by the manufacturer (Toshiba). This means that parts, if available, are only available on the secondary market.

A functional telephone system is essential to operations at the Courthouse. The COVID-19 pandemic has only exacerbated the need given the closing of public offices to the general public.

**FUNDING SOURCES**

This project would be funded from the County’s general fund.

**OPERATING BUDGET IMPACT**

Completion of this project and switchover to a Voice over internet protocol (VOIP) system will have a net decrease on the operating budget.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

There is no reference to the proposed project in the Comprehensive Plan.



<b>Department:</b> Prince Edward County Administration		<b>Project Title:</b> Electronic Document Management System				
<b>Prior Approved Funding</b>	<b>Estimated Expenditures by Fiscal Year</b>					<b>Estimated Total Costs</b>
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	
	80,000					\$80,000

**DESCRIPTION**

Currently County Administration files are unorganized, contain many duplicates, and are hard if not impossible to search. Project would fund the purchase and installation of an electronic document management system. The system would allow users to capture information while automating and transforming business processes. Users find efficiencies by reducing the time processes take and giving users access to information instantaneously, resulting in cost savings for the organization.

**JUSTIFICATION**

The proposed system will bring the office into the 21st century and improve workflows by providing electronic document storage and management.

The current filing system is disorganized and difficult to search. There are files scattered in various offices which makes it more difficult to locate files and respond to inquiries and FOIA requests.

**FUNDING SOURCES**

This project would be funded from the County’s general fund.

**OPERATING BUDGET IMPACT**

There will be an impact on the operating budget with annual maintenance costs of the programs.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

There is no reference to the proposed project in the Comprehensive Plan.

<b>Department:</b> Prince Edward County Voter Registrar			<b>Project Title:</b> Purchase of Voting Machines			
<b>Prior Approved Funding</b>	<b>Estimated Expenditures by Fiscal Year</b>					<b>Estimated Total Costs</b>
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	
		60,000			130,000	\$190,000

**DESCRIPTION**

Prince Edward County currently has 11 voting precincts. The Registrar currently has 13 DS 200 Voting Equipment scanners and two spares. Currently all equipment is used in each election, with two spares as backup. Each location also has an Express Vote ballot marking machine for handicap access. There are currently 11 with two spares as backup. The existing voting equipment was purchased in 2017 and the Vendor ES&S has advised that voting equipment usually has a 10-year maximum life span. The Registrar would like to be able to purchase voting equipment as needed or at the maximum life expectancy of the voting equipment. Approximately \$130,000 was spent to purchase the current voting equipment. The Registrar estimates the same cost given there has been no price increases. In addition, electronic poll books may be required to be used at all polling locations by 2022.

**JUSTIFICATION**

New voting equipment will be needed as old equipment is out dated, unrepairable or decertified by the State. Electronic poll books may be required if new legislation is passed that same day registration is available to voters. This would be the only way to be able to comply with the new laws. Town elections have also been moved to November elections. Possible use of electronic poll books may be the only way to distinguish who gets which ballot style in precincts that will have up to five or six styles/types.

**FUNDING SOURCES**

The project would be funded from the County’s general fund.

**OPERATING BUDGET IMPACT**

There will be a minimal impact on the operating budget.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

There is no reference to the proposed project in the Comprehensive Plan.



**2022-2024 Prince Edward County  
Capital Improvement Projects  
Evaluation Form**

Listed by Department in Order of Department Priority

Department/Project	Criteria Evaluation Scores*												Total
	1	2	3	4	5	6	7	8	9	10	11	12	
<b>Prince Edward County Public Schools</b>													
Elementary School – Renovation/Replacement	3	0	3	3	3	3	0	0	2	0	0	1	18
Middle School – Track Renovation	2	1	3	2	0	2	0	0	0	0	3	1	14
<b>Buildings and Grounds</b>													
Courthouse – Chiller Replacement	0	0	3	3	3	3	0	0	0	0	3	1	16
Courthouse – Telephone System Replacement	0	0	2	3	0	2	0	0	0	0	3	1	11
Cannery – Boiler Replacement	3	0	3	2	0	3	0	0	0	0	0	1	12
<b>Prince Edward County Administration</b>													
Document Management System	0	0	0	1	0	2	1	0	0	0	3	3	10
Courthouse Lawn	2	0	1	3	0	3	1	0	0	0	3	1	14
VDOT Revenue Sharing Program	3	0	2	0	0	3	0	2	3	0	3	2	18
<b>Prince Edward County Registrar</b>													
Voting Machines	0	1	0	1	0	0	0	0	0	0	3	1	6
<b>Prince Edward County Emergency Management</b>													
Communications System Upgrade	3	1	2	1	0	3	0	1	0	0	3	3	17
<b>Public Works</b>													
Convenience Site Upgrades	1	0	1	3	2	3	1	0	0	0	3	1	15
Skidsteer	1	0	2	2	0	3	0	0	0	0	3	1	12
Compactor Replacement	2	3	0	2	2	1	0	1	0	0	3	2	18
<b>Prince Edward County Animal Control</b>													
New Animal Shelter	3	3	1	1	3	3	0	0	0	0	3	3	20

\*Criterion scoring corresponds to criteria sheet used by the Planning Commission for FY 2022-2024 CIP.

PRINCE EDWARD COUNTY FY 2022-2024  
CAPITAL IMPROVEMENTS PLAN (CIP)

COUNTY PRIORITY	DEPT. PRIORITY	PROJECTS	ESTIMATED COST					INTEREST FROM DEBT SERVICE	TOTAL COUNTY CONTRIBUTION	TOTAL PROJECT COST
			2022	2023	2024	2025	2026			
1	6	PEAC - New Animal Shelter			1,500,000					\$1,500,000
2	1	PECPS - Elementary School – Renovation/Replacement <sup>1</sup>		34,000,000				11,706,681	34,000,000	\$45,255,164
2	2	PECA - VDOT Revenue Sharing Program	75,000	100,000	125,000	150,000	150,000			\$600,000
2	2	PECPW - Compactor Replacement			750,000					\$750,000
5	1	PECEM - Communications System Upgrade		4,793,416				825,930	4,793,416	\$5,619,346
6	1	PECBG - Courthouse – Chiller Replacement	230,000							\$230,000
7	3	PECPW - Convenience Site Upgrades	75,000	75,000	75,000	75,000	75,000		375,000	\$375,000
8	2	PECPS - Middle School – Track Renovation	297,704						297,704	\$297,704
8	7	PECA - Courthouse Lawn	109,000							\$109,000
10	3	PECBG - Cannery – Boiler Replacement		60,000						\$60,000
11	1	PECPW – Skid Steer	70,000							\$70,000
12	2	PECBG - Courthouse – Telephone System Replacement	50,000							\$50,000
13	6	PECA - Document Management System	80,000							\$80,000
14	5	PECR - Voting Machines		60,000			130,000			\$190,000
		<b>TOTALS (\$)</b>	<b>986,704</b>	<b>39,088,416</b>	<b>2,450,000</b>	<b>225,000</b>	<b>355,000</b>	<b>12,532,611</b>	<b>39,466,120</b>	<b>\$55,186,214</b>

<sup>1</sup>Interest is calculated at 3.00% APR based on a 20-year bond. <sup>2</sup>Interest is calculated at 3.00% APR based on a 10-year lease-purchase. PECA (County Administration) PECPS (Public Schools) PECBG (Buildings and Grounds) PECR (Registrar) PECW (Public Works) PECEM (Emergency Management) PECMO (Sheriff's Office) PEAC (Animal Control). <sup>3</sup>Additional funding required in out years.

## Implementation of Previous Capital Improvement Plans

This is the fourteenth year of the County Capital Improvement planning process. Since the 2022-2023 Fiscal Year, the County has been able to fund a number of projects with the limited funds available. The following tables represent the projects that have been funded and/or deleted from the Capital Improvement Plans:

CIP YEAR	PROJECT	COST OF PROJECT	YEAR COMPLETED
2022-2024	Rice Site Compactor Replacement	\$985,540	2023
2022-2024	Prince Edward County Emergency Communications Center	\$ 7,222,468	2024
2022-2024	Courthouse Chiller Replacement	\$433,592	2022
2022-2024	PEC Middle School Track Replacement	\$340,604	2023
2022-2024	Courthouse Lawn Renovation	\$421,845	2022
2022-2024	Cannery Boiler Replacement	\$101,917	2022
2022-2024	Landfill Equipment – Skid Steer	\$68,101	2022
2022-2024	Landfill Equipment - Loader	\$446,606	2023
2022-2024	Landfill Equipment - Compactor	\$180,000	2022
2022-2024	Courthouse – Telephone System Replacement	\$37,985	2022
2022-2024	Document Management Software	\$79,150	2022
2022-2024	VDOT Revenue Sharing Program – Manor House Drive Project	\$3,000,000	2030
	<b>Total</b>	<b>\$13,317,808</b>	
	<b>Total PECPS</b>	<b>\$340,604</b>	<b>2.6%</b>

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** June 11, 2024  
**Item #:** 21-a  
**Department:** Finance  
**Staff Contact:** Crystal Baker  
**Agenda Item:** Business Data of Virginia – Service Contract Amendment

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**Summary:**

In December of 2022, the Board authorized the hire of a full-time Information Technology Manager with the anticipation of continuing to contract with Business Data of Virginia for AS400 program support for the Commissioner of Revenue and Treasurer.

Our IT Director, Shawn Howard, has been training with Mr. Headley on the functions and procedures of the AS400 system as it pertains to Prince Edward County. Moving forward, he will continue working with Mr. Headley to train departments to be more autonomous and self-sufficient in their specialized AS400 program tasks.

The attached Business Data Service Contract has been amended to meet the County’s current needs for program support as anticipated.

**Attachments:** Service Contract Amendment

**Recommendation:** See sample motion below.

**SAMPLE MOTION:** I move the Board of Supervisors approve the Business Data Service Contract Amendment for the duration of one-year, effective July 1, 2024.

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

**SERVICE CONTRACT AMENDMENT, Dated May 30, 2024**

The agreement, dated this 30th day of May, 2024 between, **Business Data of Virginia, Inc.** hereinafter referred to as Seller and **Prince Edward County** hereinafter referred to as Purchaser, for the purpose of providing client with certain computer software (Product) and services as herein set out.

WHEREAS, the parties signed an original agreement, dated July 1, 2001, and hereby wish to amend certain portions of this agreement, we hereby modify the original terms, as follows:

**TERMS OF AGREEMENT**

Services provided for by this agreement shall commence on or about July 1, 2024 and shall remain in effect for a period of one year. Renewal of this agreement shall be in increments of one year with the notice of cancellation and/or any price adjustments being notified to the seller and/or purchaser no later than March 1<sup>st</sup> following the year of the agreement.

**SERVICE**

Two visits to the County to meet with all departments and up to 30 hours per month remotely to resolve all data processing issues. These issues will include but not be limited to hardware and software problems, settlement problems, forms design, etc. Should these issues not be resolved within the time allotted, whatever time is needed to resolve such issues will be charged at an agreed \$150 per hour over 30 hours.

Seller agrees to load the semi-annual updates from Bright and Associates. These updates will be coordinated with the various departments prior to taking place.

**COSTS**

- Monthly fee - \$3,000.00 per month to be billed the first day of each month.

**WARRANTIES**

Seller makes no warranties to Purchaser, whether express or implied and including the implied warranties of merchantability and of fitness for a particular purpose. Further, sellers shall not be liable for any incidental, special, and/or consequential damages with respect to use of service.

The ideas and concepts contained within the service are, and at all times shall remain, the exclusive, unique and valuable proprietary concepts of the seller.



**TRAINING**

Training will be provided for the AS/400 operation. Also, Bright and Association (BAI) application training will be provided. Seller agrees to attend training sessions as needed provided by BAI annually and will provide updates as to procedures, operations, etc., to all departments. Seller is to be reimbursed for registration, travel and expenses.

**FINANCIAL TERMS**


Invoices will be rendered monthly for the above monthly contracted price. Payment of such invoices shall be made within thirty days of receipt. Any disputed items should be brought to the attention of the Seller within ten days after receipt of such invoice.

**ADDITIONAL COSTS**

- Transportation cost - \$125.00 per trip, over the agreed two monthly, to include transportation, tolls travel time, meals, etc.
- Should any project require additional time, travel, etc. outside of the scope of this agreement, these charges will be agreed upon by both parties in writing prior to their undertaking.

Unless changed or modified herein, all other terms shall remain the same as stated in the original agreement, dated and signed on July 1, 2001.

Agreed to this 30<sup>TH</sup> day of May, 2024.

  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Seller

Purchaser

Amended Contract

Approved as to Form:

\_\_\_\_\_

Terri Atkins Wilson,  
County Attorney,  
Prince Edward County, VA

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** June 11, 2024  
**Item #:** 21-b  
**Department:** Finance  
**Staff Contact:** Crystal Baker  
**Agenda Item:** PECPS Committed Funds Appropriation

**Summary:**

The County received an invoice in the amount of \$ 132,112.40 from Moseley Architects for the Renovations to Prince Edward County Elementary School. The PECPS Capital Improvement Committed Fund available balance is currently \$2,357,775.41. The Board is asked to transfer \$132,112.40 from the PECPS Capital Improvement committed funds to the School CIP line within the General Fund to cover this expense.

**FY24 BUDGET SUPPLEMENT**

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	41050	0202	Transfer from SP Fund		\$ 132,112.40
4 (Exp)	100	94000	0250	School CIP	\$ 132,112.40	
3 (Rev)	202	41050	0202	From SP Fund Balance		\$ 132,112.40
4 (Exp)	202	93000	0100	Transfer to General Fund	\$ 132,112.40	

**TRANSFER**

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	41050	0202	Transfer from SP Fund		\$ 132,112.40
0	100	100	0001	Cash with Treasurer	\$ 132,112.40	
0	202	100	0001	Cash with Treasurer		\$ 132,112.40
4 (Exp)	202	93000	0100	Transfer to General Fund	\$ 132,112.40	
0	999	300	0100	General Fund		\$ 132,112.40
0	999	300	0202	Special Projects Fund	\$ 132,112.40	
0	202	300	0001	SP Fund Balance		\$ 132,112.40
0	202	300	0310	SP – PECPS Cap Imp	\$ 132,112.40	

**Attachments:** Moseley Architects Invoice – PECPS Renovation

**Recommendation:** See sample motion below.

**SAMPLE MOTION:** I move the Board of Supervisors approve and appropriate the FY24 Budget Supplement and transfer as above outlined.

Motion _____	Cooper-Jones _____	Gilliam _____	Pride _____
Second _____	Emert _____	Jenkins _____	Townsend _____
		Jones _____	Watson _____

Prince Edward County Public Schools  
 Mr Richard Goode, Director of Support Services  
 35 EAGLE DRIVE  
 FARMVILLE, VA 23901

Invoice number 622844-011  
 Date 04/30/2024

Project 622844 Renovations to Prince Edward  
 Elementary School

For A/E Services through April 30, 2024

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
<b>Initial Services</b>					
Moseley Architects Existing Conditions Survey	12,714.00	100.00	12,714.00	12,714.00	0.00
Programming	3,424.00	100.00	3,424.00	3,424.00	0.00
Engagement	5,136.00	100.00	5,136.00	5,136.00	0.00
Design Workshop	18,480.00	100.00	18,480.00	18,480.00	0.00
Develop Scope Concepts	23,028.00	100.00	23,028.00	23,028.00	0.00
Design Concept Cost Estimates	3,424.00	100.00	3,424.00	3,424.00	0.00
Timmons Group / Design Survey	30,800.00	100.00	30,800.00	30,800.00	0.00
Underground Utility Location Survey	13,200.00	100.00	13,200.00	13,200.00	0.00
Site Observation & Conceptual Planning	8,250.00	100.00	8,250.00	8,250.00	0.00
Water System Hydraulic Analysis	6,050.00	100.00	6,050.00	6,050.00	0.00
<b>Subtotal</b>	<b>124,506.00</b>	<b>100.00</b>	<b>124,506.00</b>	<b>124,506.00</b>	<b>0.00</b>
<b>Building Renovation</b>					
Schematic Design	267,550.00	100.00	267,550.00	267,550.00	0.00
Design Development	356,732.00	70.00	249,712.40	178,366.00	71,346.40
Construction Documents	677,791.00	0.00	0.00	0.00	0.00
Bidding	35,673.00	0.00	0.00	0.00	0.00
Construction Administration	445,915.00	0.00	0.00	0.00	0.00
<b>Subtotal</b>	<b>1,783,661.00</b>	<b>29.00</b>	<b>517,262.40</b>	<b>445,916.00</b>	<b>71,346.40</b>
<b>New Construction/Demolition</b>					
Schematic Design	108,247.00	100.00	108,247.00	108,247.00	0.00
Design Development	144,330.00	70.00	101,031.00	72,165.00	28,866.00
Construction Documents	274,227.00	0.00	0.00	0.00	0.00
Bidding	14,433.00	0.00	0.00	0.00	0.00
Construction Administration	180,413.00	0.00	0.00	0.00	0.00
<b>Subtotal</b>	<b>721,650.00</b>	<b>29.00</b>	<b>209,278.00</b>	<b>180,412.00</b>	<b>28,866.00</b>
<b>Sitework</b>					
Schematic Design	24,750.00	100.00	24,750.00	24,750.00	0.00
Design Development	33,000.00	100.00	33,000.00	16,500.00	16,500.00
Construction Documents	62,700.00	0.00	0.00	0.00	0.00
Bidding	3,300.00	0.00	0.00	0.00	0.00

# MOSELEY ARCHITECTS

## INVOICE FOR SERVICES

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
<b>Sitework</b>					
Construction Administration	41,250.00	0.00	0.00	0.00	0.00
Subtotal	165,000.00	35.00	57,750.00	41,250.00	16,500.00
<b>Supplemental Services</b>					
LEED Documentation	183,150.00	0.00	0.00	0.00	0.00
FFE Design and Installation	89,532.00	0.00	0.00	0.00	0.00
Geotechnical Investigation (Allowance)	35,000.00	36.60	12,810.00	12,810.00	0.00
Special Inspections (Allowance)	75,000.00	0.00	0.00	0.00	0.00
Construction and Materials Testing (Allowance)	175,000.00	0.00	0.00	0.00	0.00
Building Commissioning (Allowance)	100,000.00	0.00	0.00	0.00	0.00
Timmons - Offsite Road Improvements (Allowance)	110,000.00	0.00	0.00	0.00	0.00
Timmons - Turn Lane Warrant Analysis	8,250.00	0.00	0.00	0.00	0.00
Timmons - Phasing Coordination	22,000.00	70.00	15,400.00	0.00	15,400.00
Timmons - Onsite Easement Plat (if required)	2,750.00	0.00	0.00	0.00	0.00
Timmons - VSMP/SWPPP	1,925.00	0.00	0.00	0.00	0.00
Timmons - County Minimum Landscape Design	9,350.00	0.00	0.00	0.00	0.00
Timmons - Specialty Hardscape and Courtyard Design	11,550.00	0.00	0.00	0.00	0.00
Timmons - Landscape Architecture Construction Administration	6,600.00	0.00	0.00	0.00	0.00
Monarch Consulting - Roof Consulting Services	105,500.00	10.52	11,100.00	11,100.00	0.00
Subtotal	935,607.00	4.20	39,310.00	23,910.00	15,400.00
Total	3,730,424.00	25.42	948,106.40	815,994.00	132,112.40

Invoice Total 132,112.40

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** June 11, 2024  
**Item #:** 21-c  
**Department:** Finance  
**Staff Contact:** Crystal Baker  
**Agenda Item:** Jail Committed Funds Appropriation

**Summary:**

The County has faced an increase in Piedmont Regional Jail costs due to the bar screen project construction and the increase cost of inmate days for FY24. The Board is asked to approve and appropriate the transfer of \$200,000 from the Piedmont Regional Jail Special Project Committed Funds line to assist with the additional cost.

**FY24 BUDGET SUPPLEMENT**

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	41050	0202	Transfer from SP Fund		\$ 200,000.00
4 (Exp)	100	33200	7001	Piedmont Regional Jail	\$ 200,000.00	
3 (Rev)	202	41050	0202	From SP Fund Balance		\$ 200,000.00
4 (Exp)	202	93000	0100	Transfer to General Fund	\$ 200,000.00	

**TRANSFER**

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	41050	0202	Transfer from SP Fund		\$ 200,000.00
0	100	100	0001	Cash with Treasurer	\$ 200,000.00	
0	202	100	0001	Cash with Treasurer		\$ 200,000.00
4 (Exp)	202	93000	0100	Transfer to General Fund	\$ 200,000.00	
0	999	300	0100	General Fund		\$ 200,000.00
0	999	300	0202	Special Projects Fund	\$ 200,000.00	
0	202	300	0001	SP Fund Balance		\$ 200,000.00
0	202	300	0302	SP – Piedmont Reg Jail	\$ 200,000.00	

**Recommendation:** See sample motion below.

**SAMPLE MOTION:** I move the Board of Supervisors approve and appropriate the FY24 Budget Supplement and transfer as above outlined.

Motion _____	Cooper-Jones _____	Gilliam _____	Pride _____
Second _____	Emert _____	Jenkins _____	Townsend _____
		Jones _____	Watson _____

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** June 11, 2024  
**Item #:** 22  
**Department:** County Attorney  
**Staff Contact:** Terri Atkins Wilson, Esq.  
**Agenda Item:** County Attorney's Report

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**SUMMARY:**

The County Attorney will provide the Board an update on any outstanding legal issues.

**COST:**

**ATTACHMENT:**

**RECOMMENDATION:** None.

**SAMPLE MOTION:**

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** June 11, 2024  
**Item #:** 23  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley  
**Agenda Item:** County Administrator's Report

---

**SUMMARY:**

The County Administrator will provide the Board an update on additional matters or concerns of the County.

**COST:**

**ATTACHMENT:**

**RECOMMENDATION:**

**SAMPLE MOTION:**

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** June 11, 2024  
**Item #:** 24  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley/Terri Atkins Wilson  
**Agenda Item:** Closed Session

**I. MOTION GOING INTO CLOSED SESSION**

- I move the Prince Edward County Board of Supervisors convene in Closed Session:
  - a) For consultation with the County Attorney and outside legal counsel pertaining to probable litigation related to the threatened appeal of the decision of the Board of Zoning Appeals and Circuit Court in the Bowman matter, where such discussion in an open meeting would adversely affect the negotiating and litigating posture of the County, pursuant to the exemption provided for in Section 2.2-3711(A)(7) of the *Code of Virginia*; and
  - b) For consultation with legal counsel regarding the provision of legal advice by such counsel related to properties adjoining the County boundary, pursuant to the exemption provided for in Section 2.2-3711(A)(8) of the *Code of Virginia*; and
  - c) For the discussion and consideration of the acquisition of real property and the disposition of publicly-held real property, both for a public purpose and related to easements and/or rights of way for water lines and electric, where discussion in an open meeting would adversely affect the bargaining position of the County, pursuant to the exemptions provided for in Section 2.2-3711(A)(3) of the *Code of Virginia*.
- Chair: Is there a second to the motion?
- Chair: Roll call vote.
- Chair: **The Board is now convened in Closed Session.**

**II. MOTION FOR COMING OUT OF CLOSED SESSION**

- (Note: Please confirm Deputy Clerk is present to record motion and vote.)*
- I move that the Board of Supervisors return to open session.
  - Chair: Is there a second to the motion?
  - Chair: Roll call vote.
  - Chair: **The Board is returned to Open Session.**

**III. MOTION AFTER RETURNING TO OPEN SESSION:**

Whereas, the Prince Edward County Board of Supervisors has convened in closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

*(continues to next page)*

Motion _____	Cooper-Jones _____	Gilliam _____	Pride _____
Second _____	Emert _____	Jenkins _____	Townsend _____
		Jones _____	Watson _____



**Board of Supervisors  
Agenda Summary**

Whereas, Section 2.2-3712 of the Code of Virginia requires a certification by the Board that such closed session was conducted in conformity with Virginia Law;

Now, therefore, be it resolved that the Board hereby certifies that to the best of each member's knowledge: (i) only public business matters lawfully exempted from open meeting requirements of Virginia law were discussed in closed session to which this certification resolution applies; and (ii) only such public matters as were identified in the motion by which the closed session was convened were heard, discussed, or considered in the meeting by the Board.

- Chair: Is there a second to the motion?
- Chair: Any member who believes that there was a departure from the requirements of clauses (i) and (ii) shall state the substance of the departure that, in his judgement has taken place. (Such statement will be recorded in the minutes.)
- Chair: Roll call vote.

*(Note: A "yes" vote affirms the closed session motion.)*

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** June 11, 2024  
**Item #:** 25  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Upcoming

---

**SUMMARY:**

Please see attachments.

Please let Karin Everhart know if you wish to attend. We will let you know once we are able to register you for the conference(s) and make reservations, and will provide agendas and other information as it becomes available.

**COST:**

**ATTACHMENTS:**

- a. 2024 VACo County Officials' Summit
- b. 2024 VACo Annual Conference

**RECOMMENDATION:** Please let Karin Everhart know if you wish to attend.

**SAMPLE MOTION:**

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

[Jobs\(/publications-resources/job-opportunities/\)](#)[Calendar\(/education-and-events/calendar/\)](#) | [Blog\(/publications-resources/blog/\)](#)[Contact\(/contact/\)](#)<https://www.vaco.org>

## County Officials' Summit



(<https://www.vaco.org/wp-content/uploads/2024/05/CountyOfficialsSummitLogo24.png>)

## 2024 VACo County Officials' Summit

**Thursday, August 15, 2024**

**[Richmond Marriott \(https://www.marriott.com/en-us/hotels/ricdt-richmond-marriott/overview/\)](https://www.marriott.com/en-us/hotels/ricdt-richmond-marriott/overview/)**

Last year's VACo County Officials' Summit was considered one of the best ever as more than 200 local government officials and staff connected in conversation. One word was overheard often.

"Entertaining."

The speakers were all very clever and top experts in their fields. Their engagement with the audience was next level. In fact one statewide podcast called the Summit, "Nerdy Fun."



Join us this year for some more "Nerdy Fun" as we convened for the County Officials' Summit on Thursday, August 15. We look forward to having a great Summit!

---

## **Thank you to our amazing Summit sponsors!**

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- › County Connections(<https://www.vaco.org/publications-resources/county-connections/>)
- › Capitol Contact(<https://www.vaco.org/publications-resources/capitol-contact/>)
- › Job Opportunities(<https://www.vaco.org/publications-resources/job-opportunities/>)
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[Blog\(/publications-resources/blog/\)](#)

[Contact\(/contact/\)](#)



<https://www.vaco.org>



## Annual Conference

### VACo 90th Annual Conference

**November 10 – 12, 2024**

**The Omni Homestead | Bath County**

We cannot wait to pack the van for the 2024 Annual Conference! The best thing about every Annual Conference is the opportunity to come together in the best interest of counties and communities. This is a time we value greatly!



<https://www.vaco.org/wp-content/uploads/2023/06/AnnualConferenceLogo23G.png>



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** May 14, 2024  
**Item #:** 26  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Correspondence/Informational

---

**SUMMARY:**

Please see attachments.

**COST:**

**ATTACHMENTS:**

- a. July 4<sup>th</sup> Farmville Street Closures
- b. Prince Edward County Agriculture (Extension) Newsletter
- c. SVCC Proud Panther Newsletter

**RECOMMENDATION:** None.

**SAMPLE MOTION:**

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_



## TOWN MANAGER'S OFFICE

C. Scott Davis, LP.D., ICMA-CM  
Town Manager

Jacqueline B. Vaughan  
Executive Assistant

May 1, 2024

Dear Local Business Owner:

The Town of Farmville will be hosting the Fireworks After Dark - Fourth of July event on Wednesday, July 3, 2024. To prepare for the event, there will be several street closures beginning at 3:00 p.m.

We are notifying you of the street closures because they may affect how staff, customers, or clients access your business. Please note that no one will be able to drive or park on these streets during this time, and vehicles parked on the noted streets after 3:00 p.m. will be towed.

Listed below are the streets that will be closed to traffic in preparation for and during the event:  
**Street Closures** (beginning at 3:00 p.m. on Wednesday, July 3, 2024):

- **Main Street - from East Third Street to Putney Street (at McDonald's);**
- **High Street - from North Main Street to Randolph Street;**
- **Fourth Street - from North Virginia Street to North Main Street; and**
- **South Street - from East Third Street to Fourth Street;**
- **North Street – from East Third Street to High Street**

If you have any questions or concerns, please feel free to contact the Town Manager's Office at 434-392-5686 or [jvaughan@farmvilleva.com](mailto:jvaughan@farmvilleva.com). Thank you in advance for your support, and we hope that you will take time to enjoy the event.

Sincerely,

C. Scott Davis, LP.D., ICMA-CM  
Town Manager



# Prince Edward County Agriculture Newsletter

## Agriculture Agent, Erin Small, returns to Prince Edward County.

Dear Farmers and Stakeholders,

I hope this letter finds you well. I am thrilled to introduce myself as the returning Agriculture Extension Agent for Prince Edward County. I am honored to have the opportunity to work alongside you and support our farming community.

I hold a degree in Agricultural Sciences from Virginia Tech and have spent the past several years working with diverse farming communities as both an agriculture teacher and an extension agent. My experience includes pond management, livestock, cut flowers and floral design, agriculture curriculum development, and implementing sustainable farming practices. I am passionate about helping farmers adopt innovative techniques that improve productivity and sustainability.

In my role, I will be providing a range of extension services designed to support your agricultural endeavors. This includes offering workshops, one-on-one consultations, and resources tailored to your specific needs. My goal is to be a reliable source of information and assistance, helping you tackle challenges and opportunities in your farming operations.



I believe that the strength of our agricultural community lies in our ability to work together. Whether you need advice on crop management, soil testing, pest control, or any other aspect of farming or natural resources management, I am here to help.

Please feel free to reach out to me at the Prince Edward County Extension Office! I look forward to working with you.

*Erin Small*

### Upcoming VCE Ag Programs:

**May 17th  
9-10am**

Setting Pricing &  
Cut Flower  
Marketing

**May 20th  
9am-2pm**

Farm Pond  
Management

**June 6th  
noon-1pm**

African Violets

**June 13th  
9am-10am**

Local Flower  
Farm Tour

**June 29th  
11am-noon**

Water Gardens

**CALL THE PRINCE EDWARD  
EXTENSION OFFICE FOR MORE  
INFO ON UPCOMING PROGRAMS:  
(434)392-4246**

## Harvest of the Month: Strawberries

Did you know just 8 strawberries provides you with 150% of your daily recommended amount of vitamin C?! Vitamin C helps your body fight off infections and can help increase the absorption of iron from foods.



The strawberry we know today is a cross between two native American species- one from Chile and one from Virginia. The two met by accident- in faraway France!

*Virginia*  
Agriculture in the Classroom

# Farmer Spotlight

This farmer spotlight goes out to local producer and entrepreneur Sekou Abdus-Sabur. "We own a small family operated sheep farm in Green Bay. We are primarily focused on raising sustainably healthy lambs and sheep for families to enjoy." Involved in herd health management, production improvement, and educational programs with VSU; Sekou's passion for farming and the success of others in the industry is evident through his work.



Sekou is also excited to announce the progress made on the USDA Meat Processing Facility he is establishing here in Farmville, right next door to the extension office!

"5Pillars Meats is an extension of our farm but also inclusive of the other farms in our community. We wanted to provide a place for producers to bring their livestock so that it can be humanely harvested and redistributed in our community. Our products will be locally grown, locally harvested, and enjoyed by the families and businesses right here in Central Virginia.

## VEGETABLES TO PLANT IN MAY



	ZONE 6A	ZONE 6B	ZONE 7A	ZONE 7B	ZONE 8A
<b>DIRECT SOW</b>	Beans, Bush	Beans, Bush		Beans, Bush	Beans, Bush
	Beans, pole	Beans, pole		Beans, pole	Beans, pole
	Beans	Beans, Lima		Beans, Lima	Beans, Lima
	Carrots	Carrots		Cucumbers	Cucumbers
	Chard Swiss	Chard Swiss		Lettuce, Baby	Lettuce, Baby
	Cucumbers	Cucumbers, x-leaf		Salad	Salad
	Kohlrabi	Cucumbers, x-leaf		Muskmelons	Muskmelons
	Lettuce, Baby	Cucumbers, x-leaf		Okra	Okra
	Salad	Lettuce, Baby		Mustard	Mustard
	Muskmelons	Salad		Onion, bulbing	Onion, bulbing
	Onion, bulbing	Muskmelons		Potatoes	Potatoes
	Potatoes	Onion, bulbing		Southern pea	Southern pea
	Squash, Summer	Potatoes		Squash, Summer	Squash, Summer
	Squash, Winter	Squash, Summer		Squash, Winter	Squash, Winter
Sweet Corn	Squash, Winter		Sweet Corn	Sweet Corn	
Sweet Potato	Sweet Corn		Sweet potato	Sweet potato	
Turnips	Sweet potato		Pumpkins	Pumpkins	
Watermelon	Turnips		Watermelon	Watermelon	
	Watermelon				
<b>TRANSPLANT</b>	Tomatoes*	Tomatoes*		tomatoes*	tomatoes*
	broccoli*	broccoli*		kittuce, head	kittuce, head
	cabbage*	lettuce, head*		eggplant*	eggplant*
	eggplant*	leeks*		kittuce, head*	kittuce, head*
	leeks*	broccoli*		peppers*	peppers*
	potatoes, head*	cabbage*			
	peppers*	eggplant*			

Check our publication for exact planting dates!

\* - Transplant  
Do not harvest asparagus in first year  
For a full list & more info see our publication "Virginia's Home Garden Vegetable Planting Guide"

This is not the official USDA Plant Hardiness Zone Map. To find your exact zone, visit [planthardiness.ars.usda.gov](http://planthardiness.ars.usda.gov)



Follow our social media!



@vce\_princeedwardag



@Virginia Cooperative Extension-Prince Edward County

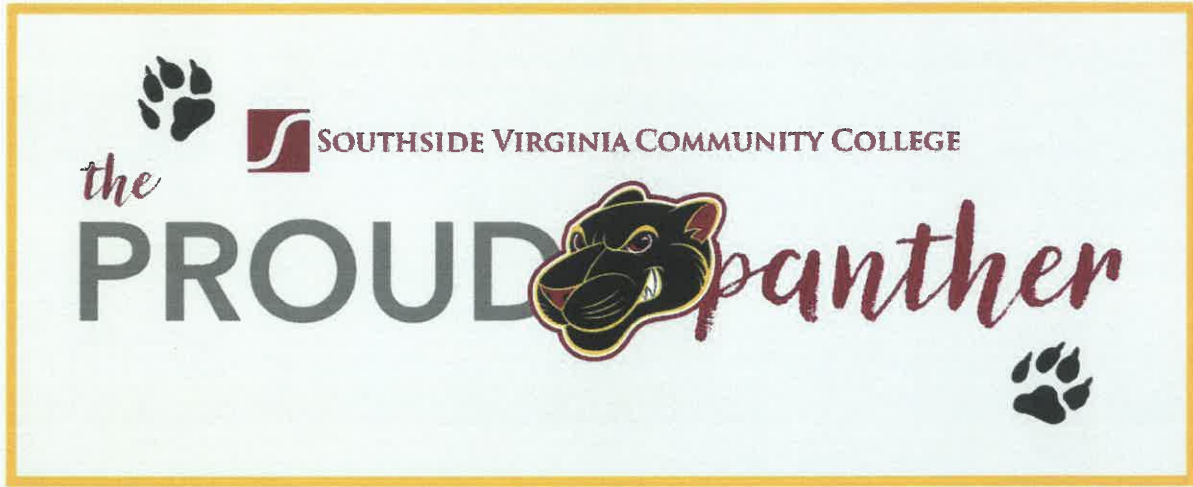
**ERIN SMALL**  
AGRICULTURE AND NATURAL RESOURCES EXTENSION AGENT

PRINCE EDWARD COUNTY  
100 DOMINION DRIVE  
FARMVILLE, VA 23901  
ERINS96@VT.EDU  
(434)392-4246

**INTERESTED IN SERVING ON YOUR LOCAL AGRICULTURE ADVISORY COMMITTEE? CONTACT ERIN TODAY. PROMOTE THE AGRICULTURE INDUSTRY WITHIN PRINCE EDWARD COUNTY, INCREASE THE ECONOMIC VIABILITY OF FARMING, AND PROVIDE FEEDBACK TO YOUR LOCAL AGRICULTURE AGENT!**

Virginia Cooperative Extension is a partnership of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and local governments. Its programs and employment are open to all, regardless of age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, military status, or any other basis protected by law.

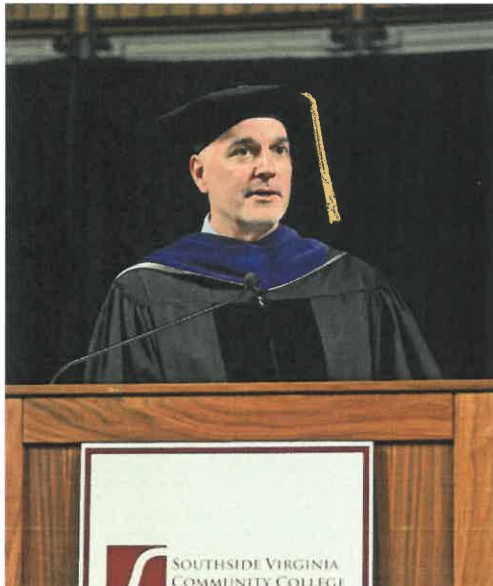
**From:** Southside VA Community College <svcc.newsletter@southside.edu>  
**Sent:** Tuesday, June 4, 2024 9:04 AM  
**To:** board@co.prince-edward.va.us  
**Subject:** May 2024



May 2024



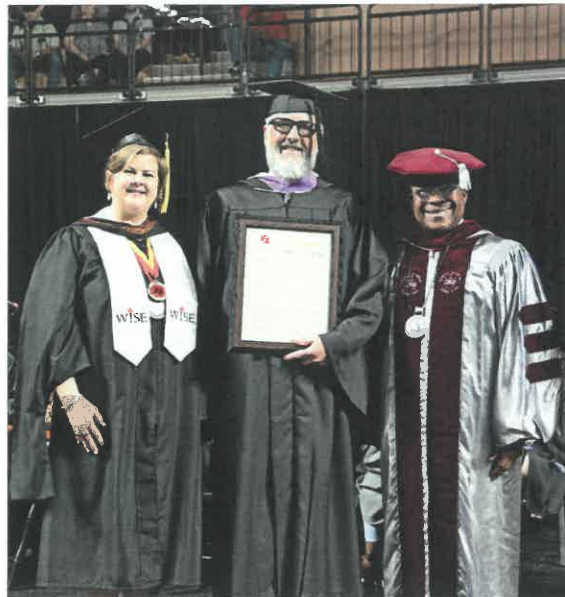
## 2024 Commencement Ceremony



Southside Virginia Community College held its 54th commencement ceremony for its graduates on Saturday, May 11th at the Joan Perry Brock Center, located on the campus of Longwood University in Farmville, Virginia.

Dr. Quentin R. Johnson, SVCC President, shook the hand of each graduate as they walked across the stage; 464 total graduates were in attendance and approximately 2600 guests.

SVCC welcomed Chadwick S. Dotson, retired Judge and Director of the Virginia Department of Corrections, as this year's commencement speaker.



Shalita Corley, SVCC's first Student Government Association President, also gave an inspiring speech to her classmates.

Bert Jones, Associate Vice Chancellor of Facilities Management Services for the Virginia Community College System received a resolution in his honor for providing invaluable support and assistance to SVCC through the years.

To view the SVCC Commencement photo album click here:

<https://flic.kr/s/aHBqjBqvff>

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## **New Director of Institutional Advancement**





SVCC would like to announce that Jamie Jones has assumed the role of Executive Director of Institutional Advancement and the Southside Virginia Community College Foundation.

Mr. Jones served SVCC as the Director of Communications/Assistant Advancement Officer for the last four years. Prior to this he was the Marketing, Communications and Public Relations Manager for VCU Health Community Memorial Hospital in South Hill. Mr. Jones is a graduate of Southside Virginia Community College and Virginia Tech University. He and his wife Brittany, live in South Hill with their two children Zachariah and Isabella.

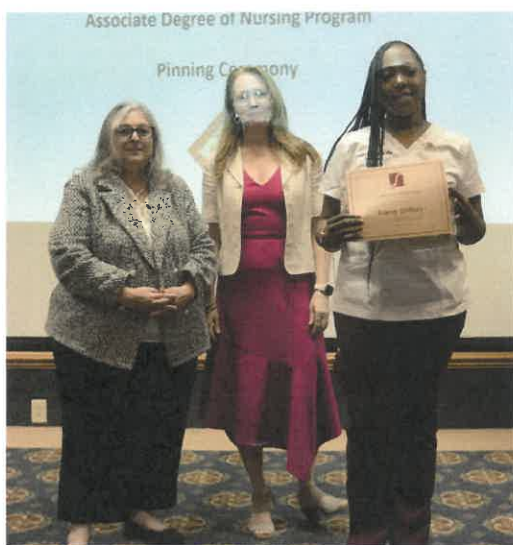
Mr. Jones replaces Mary Jane Elkins who has served in this role with distinction for more than 20 years. Mrs. Elkins will continue to support the Office of Institutional Advancement in a part-time consulting capacity.

The SVCC Foundation is an integral part of our college community. It provides support and funding for student scholarships, and program start-ups and expansions.

## Graduates Recognized with John J. Cavan Nursing Awards

Tracey Mallory, Ciarra Oliveras, Suzanne Crawford and Penelope Hamlett were recently recognized with John J. Cavan Nursing Student Graduate Awards. Dr. Cavan, former SVCC President, was instrumental in the development and expansion of the college's Associate Degree in Nursing program. He took great pride in the students and their accomplishments.

Recipients of the award are chosen by their classmates and instructors. They exemplify the core components of the nursing program, understanding that, while firmly based in science and the arts, the essence of nursing is caring and compassionate patient-centered care.



**Tracey Mallory**  
*Christanna Campus*



**Ciara Oliveras**  
*John H. Daniel Campus*



**Suzanne Crawford**  
*Estes Community Center*

**Penelope Hamlett**  
*Southern Virginia Education Center*

---

## **Jeff Edwards Scholarship Fund**



Southside Electric Cooperative recently donated to the Jeff Edwards Scholarship Fund established previously by the SEC Board of Directors to recognize Mr. Edwards commitment to SVCC's Power Line Worker Training School. Jason Loehr, Southside Electric Cooperative CEO (Left) and Dr. Keith Harkins, SVCC Vice President-Academics and Workforce congratulate Jeff Edwards who served for many years as the CEO of Southside Electric Cooperative.

---

## **Power Line Worker Update**

To view the latest Power Line Worker newsletter, click the link below!

[View PLW Update](#)

---

## **Career Coach Chronicles**

To view the latest Career Coach Chronicles newsletter, click the link below!

[View Career Coach Chronicles](#)

## Sponsors Needed



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## College Community Connections

---



Dr. Quentin R. Johnson, President  
Southside Virginia Community College  
*Panther Pride, Catch It!*

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** June 11, 2024  
**Item #:** 27  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Monthly Reports

---

**SUMMARY:**

Please see attachments.

**COST:**

**ATTACHMENTS:**

- a. Animal Control
- b. Building Official
- c. Commonwealth Regional Council
- d. Tourism

**RECOMMENDATION:** None.

**SAMPLE MOTION:**

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_



**Animal Control Monthly Report**

**"April 2024"**

**Dogs**

Surrendered	9
Picked Up	23
Claimed By Owner	4
Adopted	2
Transferred P/U	0
Euthanized	12
Injured / Euth.	0
Transferred to SPCA	15
Seized	0
Bite Case	0
Other	1

**Fees Collected** \$175

**Cats**

Surrendered	3
Picked Up	5
Claimed By Owner	0
Adopted	0
Transferred	0
Euth - Injury	0
Euthanized	5
Died in Kennel	0
Transferred to SPCA	3
Dead on Arrival	0
Bite case	0

**Fees Collected** \$0.00

<b>Bill the Town of Farmville</b>
2 animals housed.
<b>Total Billed:</b> \$650.00

**Wildlife**

Handled	0
Euthanized	0
Rabies Case	0
Injured/Euth	0

**Livestock**

Returned to Owner	0
Sold at Market	0
Adopted	0

**Fees Collected** \$0.00

**Other Companion Animals**

Returned to Owner	0
Surrendered	0
Transferred	0
Adopted	0

**Miles Driven** 3,625

**Days at or above capacity** 31

**Number of Calls to Shelter** 22

**Summons Issued** 11

**Warrants Served** 0

**Days in Court** 2

**Nuisance Dogs** 2

**Dangerous Dogs** 0

**Calls After Hours/Comp Time** 33

**Dogs Brought in by Farmville PD** 0

**Total Fees Collected** \$175.00

**Donations** \$0.00

**Total Fees Collected and Billed** \$825.00

*Adam Mumma, Chief Animal Control Officer*  
*Ariel Witmer, Deputy Animal Control Officer*  
*Richard Giallombardo Deputy Animal Control Officer*

**Notes:** \_\_\_\_\_



# BUILDING OFFICIAL

Permits Issued Report  
5/01/2024 Through 5/31/2024

ADDITIONS	- Issued	9
	- Value	\$133,830.36
	- Permit Fees	\$2,039.75
	- 2.00% STATE TAX	\$40.81
	- Fees Collected	\$2,080.56
CELL TOWER	- Issued	3
	- Value	\$20,000.00
	- Permit Fees	\$2,250.00
	- 2.00% STATE TAX	\$45.00
	- Fees Collected	\$2,295.00
DEMOLITIONS	- Issued	1
	- Value	\$.00
	- Permit Fees	\$100.00
	- 2.00% STATE TAX	\$2.00
	- Fees Collected	\$102.00
ONE & TWO FAMILY DWELLING	- Issued	6
	- Value	\$1,426,840.00
	- Permit Fees	\$4,144.50
	- 2.00% STATE TAX	\$82.89
	- Fees Collected	\$4,227.39
ELECTRICAL	- Issued	13
	- Value	\$9,820.00
	- Permit Fees	\$1,656.72
	- 2.00% STATE TAX	\$33.14
	- Fees Collected	\$1,689.86
MECHANICAL	- Issued	6
	- Value	\$.00
	- Permit Fees	\$759.20
	- 2.00% STATE TAX	\$15.18
	- Fees Collected	\$774.38
MECHANICAL/GAS	- Issued	5
	- Value	\$21,662.00
	- Permit Fees	\$468.97
	- 2.00% STATE TAX	\$9.38
	- Fees Collected	\$478.35
MANUFACTURED HOMES	- Issued	2
	- Value	\$240,000.00
	- Permit Fees	\$1,084.50
	- 2.00% STATE TAX	\$21.69
	- Fees Collected	\$1,106.19
PLUMBING	- Issued	7
	- Value	\$.00
	- Permit Fees	\$907.20
	- 2.00% STATE TAX	\$18.14
	- Fees Collected	\$925.34
REMODELING	- Issued	7
	- Value	\$69,050.00
	- Permit Fees	\$974.90
	- 2.00% STATE TAX	\$19.50
	- Fees Collected	\$994.40
SIGN	- Issued	1
	- Value	\$14,000.00
	- Permit Fees	\$.00
	- 2.00% STATE TAX	\$.00
	- Fees Collected	\$.00
IN LIEU OF SOIL & EROSION	- Issued	7
	- Value	\$.00
	- Permit Fees	\$175.00
	- Fees Collected	\$175.00
Total Permits - Issued		67
Total Permits - Value		\$1,935,202.36
Total Permits - Permit Fees		\$14,560.74
Total Permits - Surcharge Fee		\$287.73
Total Permits - Other Fees		\$.00
Total Permits - Fees Collected		\$14,848.47

**INSPECTIONS FOR MAY 125**

# CRC'S MAY ITEMS OF INTEREST

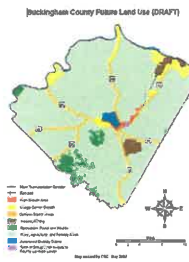
## Grant Assistance:

- **VDACS, AFID Infrastructure Grant:** The CRC assisted Virginia Food Works with a grant application to purchase a variety of equipment for the Prince Edward County Cannery.
- **DCR, Recreational Trails Grant:** The CRC assisted Lunenburg County and the Towns of Victoria and Kenbridge with an application to DCR's Recreational Trails Grant Program to expand the Tobacco Heritage Trail. The Town of Victoria served as the applicant.
- **CENTRA:** The CRC assisted the Drakes Branch Volunteer Fire Department with an application to purchase a variety of equipment to perform lifesaving duties.

## Project Updates:

- **SEED Innovation Hub Project Update:** EDA has authorized Longwood Real Estate Foundation to move forward with construction. The lowest bidder, English Construction, has been awarded and construction of the project has begun.
- **Town of Crewe, CBDG Planning Grant:** The Town of Crewe has received grant funding from DHCD to conduct a Planning Grant for the Town's Business District. The CRC is assisting the Town of Crewe with the procurement of a consulting firm to complete a series of studies on the business district.

## Buckingham County Comprehensive Plan Update



The CRC staff attended the Planning Commission Work Session on May 20th. At this meeting, the Commission reviewed changes to Draft Section Three (Community Facilities), discussed the Future Land Use Map, and reviewed an updated schedule of remaining work. At the next Planning Commission meeting, CRC staff will begin discussions on Draft Section Five (Land Use) and review the changes to the Future Land Use Map.

## Lunenburg/Kenbridge/Victoria Comprehensive Plan Update



The CRC did not hold a working committee meeting in May. The CRC worked with Committee members to develop a citizen survey and create advertisement flyers with a QR code. The Citizen Survey was released on May 13th in both English and in Spanish. The survey was distributed to students through the school system and had been placed at various locations throughout the County to encourage citizen participation in the survey. As of May 24th, the CRC has received 108 surveys.

## Creation of the Virginia's Heartland Regional Economic Development Alliance

CRC staff corresponded with local business owners and local government staff to schedule three meetings for the Refinement Taskforce and the Evaluation Committee. Both the Refinement Taskforce and the Evaluation Committee have met. The Refinement Taskforce reviewed the strategies proposed from the draft prospectus and refined the plan to include measurable outcomes. This draft plan will be used to develop the Case for Investment to attract potential investors. The Evaluations Committee reviewed the original list of potential prospects from the Feasibility Study and refined the list. Convergent Non-profit Solutions is in the process of developing the Case of Investment to move forward with the capital campaign.

## CRC Regional Hazard Mitigation Plan Update



FEMA Region III has given the plan Approval Pending Adoption (preliminary approval). Local Adoptions are underway. As of May 28th, 15 out of the 18 covered localities have adopted the Plan. Once all localities have adopted the plan, it will be sent back to FEMA for final approval.

## CRC Affordable Workforce Housing Development Program



The CRC has a remaining \$225,357.46 in grant funding that has not been obligated to a housing partner or CRC staff time. The CRC released a third round of grant funding to seek funding applications from experienced housing partners to establish affordable workforce housing units throughout the CRC region by June 30, 2025. The CRC received five applications and awarded the remaining \$225,357.46 in grant funding to the Town of Blackstone. Congratulations to the Town of Blackstone!



Piedmont Habitat has completed the remaining two homes on E California Ave in Crewe. CRC staff completed a final compliance review on both properties.

## Upcoming Funding Opportunities:

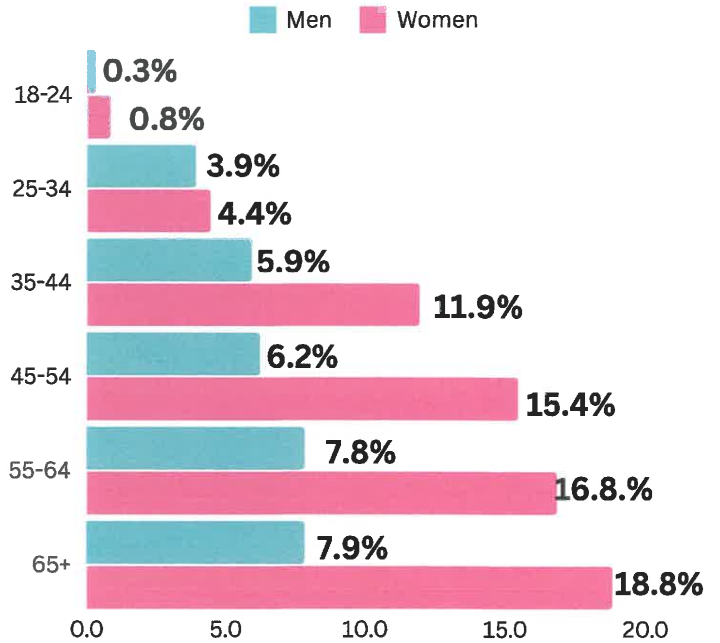
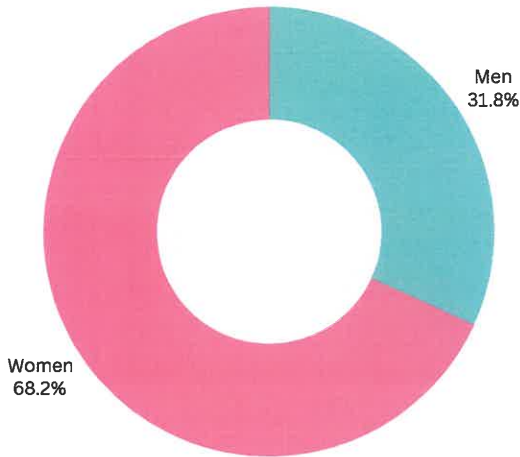
- **VDACS AFID Planning Grant:** Open; Rolling Basis
- **VDOF, Virginia Trees for Clean Water:** Open - Rolling Basis
- **DHCD CBDG Planning Grant:** Opens 6/15/24
- **DHCD CBDG Grant:** Closes 6/12/24
- **VOF, Preservation Trust Fund:** Summer 2024
- **VEDP, Site Remediation Grant:** Fall 2024
- **Charging and Fueling Infrastructure (CFI) Grants:** Summer 2024
- **DEQ, Litter Prevention and Recycling Fund:** Closes 6/17/24

The CRC provides free grant writing services for member localities and local 501C3 non-profits.

# Social Media Update

Facebook Stats.

1,482 Followers



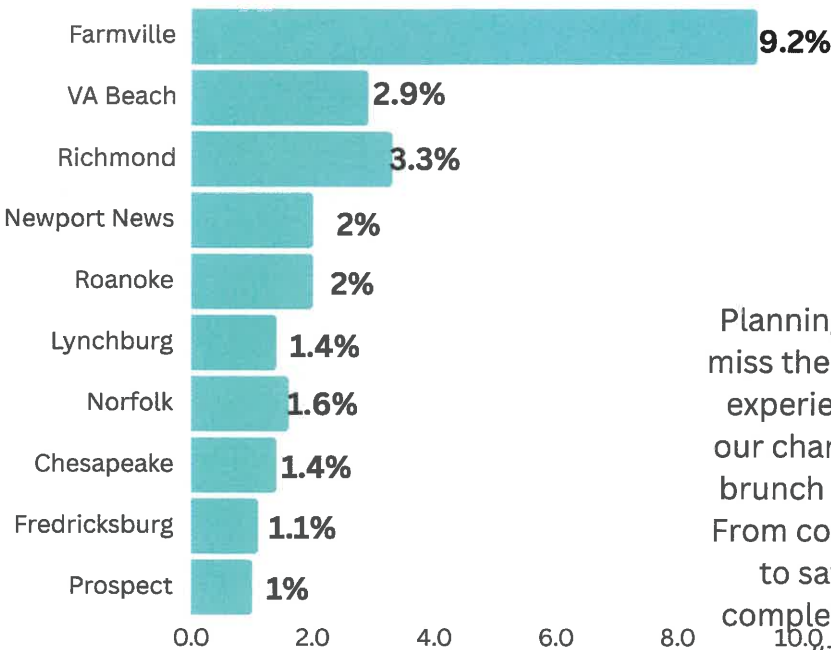
## In the last 30 Days:

- Reach: 937
- Visits: 107
- Follows: 10

## Top Post



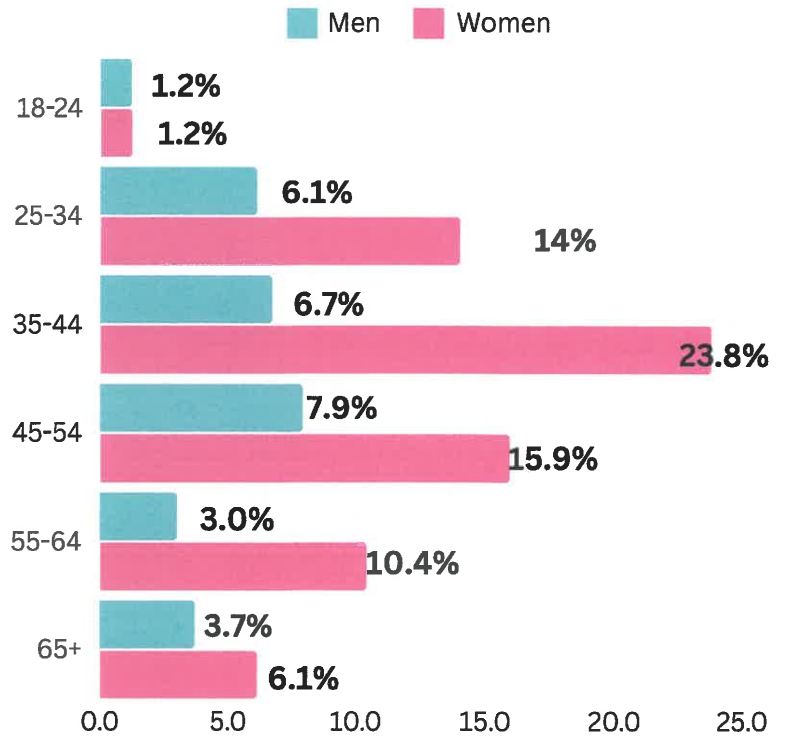
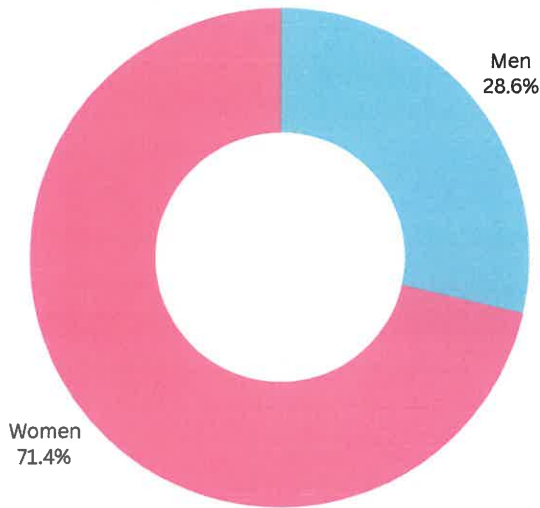
## Top Cities



Planning a weekend getaway to Prince Edward? Don't miss the perfect finale to your stay: a delightful brunch experience! Treat yourself to the culinary delights of our charming county and indulge in a leisurely Sunday brunch at one of the many wonderful spots available. From cozy cafes to elegant eateries, there's something to satisfy every craving and make your weekend complete. [#PrinceEdwardGetaway](#) [#WeekendBrunch](#) [#TasteOfParadise](#) [#ExplorePrinceEdward](#)  
: [Charley's Waterfront Cafe](#) [North Street Press Club](#)  
[Effingham's](#)

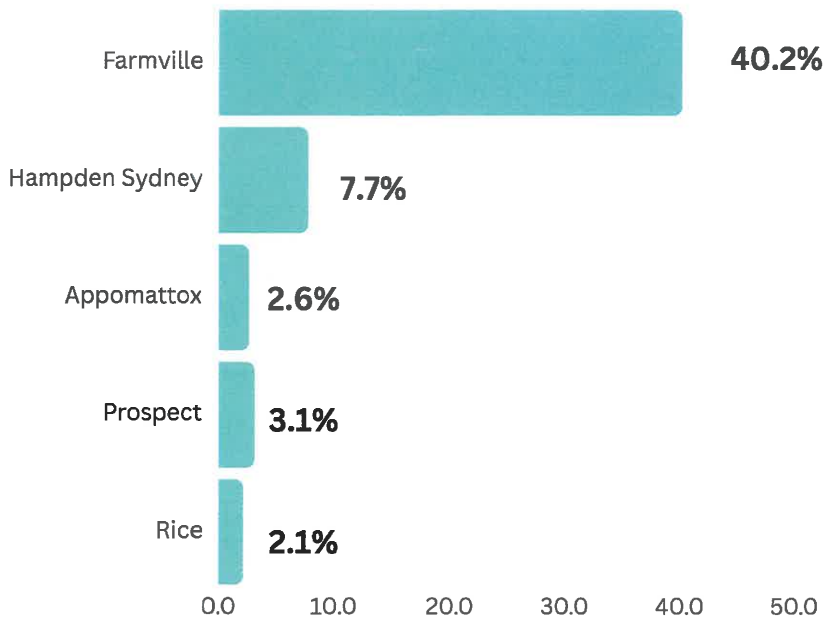
# Instagram Stats

## 191 Followers



### In the last 30 Days:

- Reach: 104
- Visits: 23
- New Page Likes: 2



### Top Post



Summer evenings in Farmville just got a whole lot more exciting! Join [The Tipsy Carriage](#) for a 2-hour tour around historic Farmville, VA, with stops at 5 local bars along the way.

Sip on signature drinks and enjoy exclusive specials at each stop while taking in the sights and sounds of this charming town.

Whether you're a cocktail connoisseur, or just looking for a fun night out, this tour has a little something for everyone! Don't miss out – book your spot now and pedal your way through a memorable summer adventure! [#TipsyCarriage](#) [#FarmvilleTour](#) [#SummerNights](#) [#ExplorePrinceEdward](#) [#PrinceEdwardVA](#)