

BOARD OF SUPERVISORS MEETING

ADDENDUM PACKET

October 8, 2024

Item

20.	<u>Finance:</u>	
	a. Appropriation: Registrar Reimbursement	173
21.	Board of Equalization	175
22.	County Gateway Signage	177
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	a. Building Office	198

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**Board of Supervisors
Agenda Summary**

Meeting Date: October 8, 2024
Item #: 20-a
Department: Finance
Staff Contact: Crystal Baker
Agenda Item: FY25 Appropriations – Registrar Reimbursement

Summary:

The Registrar’s office received reimbursement for the costs associated with the recount from *Bob Good for Congress* in the amount of \$5,223.33. The Board is asked to appropriate as follows:

FY25 BUDGET AMENDMENTS

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	19020	0001	Recovered Costs		\$ 5,223.33
4 (Exp)	100	13200	6001	Office Supplies	\$ 34.59	
4 (Exp)	100	13100	3161	Election Official	\$ 1,460.36	
4 (Exp)	100	13100	3160	Professional Services	\$ 3,728.38	

Attachments: N/A

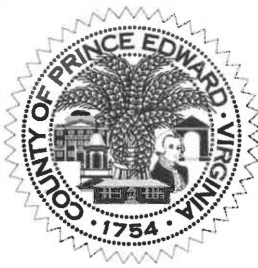
Recommendation:

See sample motion.

SAMPLE MOTION: I move the Board of Supervisors approve and appropriate the FY25 Budget Supplement 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: October 8, 2024
Item No.: 21
Department: County Administration
Staff Contact: Sarah Elam Puckett
Issue: Board of Equalization

Summary: Pursuant to Sections 58.1-3370 and 58.1-3374 of the *Code of Virginia*, the Board of Supervisors will wish to recommend to the Circuit Court appointees for the County’s Board of Equalization (BOE). The members of the BOE are appointed by the Circuit Court after the completion of a general reassessment. Members, made up of Prince Edward County residents, are to be broadly representative of the community with a majority being freeholders, and at least 30 percent being current or former professionals in the real estate, construction, financial, or legal fields. Prince Edward County has historically had a five-member BOE and the term of said members is for one year (January 1, 2025 – December 31, 2025).

The BOE is tasked with the following:

- To hear or receive complaints (appeals) concerning the fair market value or uniformity of real estate assessments from any taxpayer or his agent;
- To correct any errors or omissions;
- To correct any known duplication or omissions in the assessment roll.
- To make public advertisement of its meetings and keep minutes of such meetings.

In all cases brought before the BOE, the valuation determined by the assessor (Wampler-Eanes Associates) is presumed to be correct. The taxpayer bears the burden of proving that the property is valued at more or less than its fair market value, that the assessment is not uniform in its application, or that the assessment is otherwise not equalized.

At the August Board meeting, the Board asked staff to contact the members of the 2021 Board of Equalization to determine their willingness to return and to bring to the Board recommendations to fill the vacancies. For 2025, staff recommends the following slate of citizens to service on the Board of Equalization: Russell Dove, Bob Timmons, Gene Watson, Cheryl Whirley and Joyce Yeatts.

Prior to their appointment by the Circuit Court, each member must complete the basic course of instruction given by the Virginia Department of Taxation.

SAMPLE MOTION: I move the Board recommend to the Circuit Court of Prince Edward County the following appointees to the County’s Board of Equalization: Russell Dove, Bob Timmons, Gene Watson, Cheryl Whirley and Joyce Yeatts.

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

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**Board of Supervisors
Agenda Summary**

Meeting Date: October 8, 2024
Item #: 22
Department: County Administration
Staff Contact: Doug Stanley/Chelsey White
Agenda Item: Wayfinding Signage – Gateway Signage

SUMMARY: On February 14, 2023 the Board approved a contract with Frazier and Associates to plan and develop a Wayfinding Signage Program for the County. The goal was to develop a program similar to the Town’s program and one that would be complimentary. The project is being paid for in part with a VTC ARPA grant. Over the past year and a half, Staff and the County Tourism Commission have been working with the consultant to design the various signs and identify destinations that qualify within the community that will make up the program.

The first phase of the project is proposed to upgrade the existing entrance signs into the community. Attached is copy of the design of the entrance signs. Much thought has gone into the masonry, colors, and design to match the County’s branding.

In discussing the project with VDOT, one of the items that we need to address are the existing County monument signs that were installed in the 1980’s. These signs are the black Buckingham slate signs that look much like a headstone. As part of the process for locating the new signs, we are being asked if it is our intent to remove and repurpose the current signs. At this time we are asking the Board, as part of the installation of the new Gateway signage, that the existing gateway signs be removed and placed in storage for future reuse.

COST: We are still working on cost development – It is the intent to utilize Lodging Tax proceeds and potential grant funds to pay for the entire Wayfinding Signage Program. We have been putting funds aside over the past two fiscal years and currently have a balance of approximately \$170,000 in the Tourism fund.

ATTACHMENTS: Wayfinding Signage Background; Wayfinding Gateway Signage Design; Excerpt for Wayfinding Contract Approval; Photo of Current County Gateway Signs

RECOMMENDATION: See sample motion below.

SAMPLE MOTION(S):

1. I move the Board approve the Gateway Signage program as proposed and authorize the removal and storage of the existing gateway signs.

OR

2. I move that the Board approve he Gateway Signage program as proposed but ask that the existing gateway signs remain in place.

OR

3. I move the Board table the project for further discussion.

Motion _____
Second _____

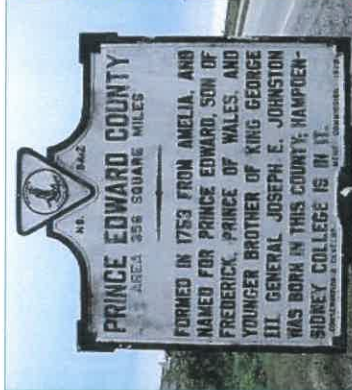
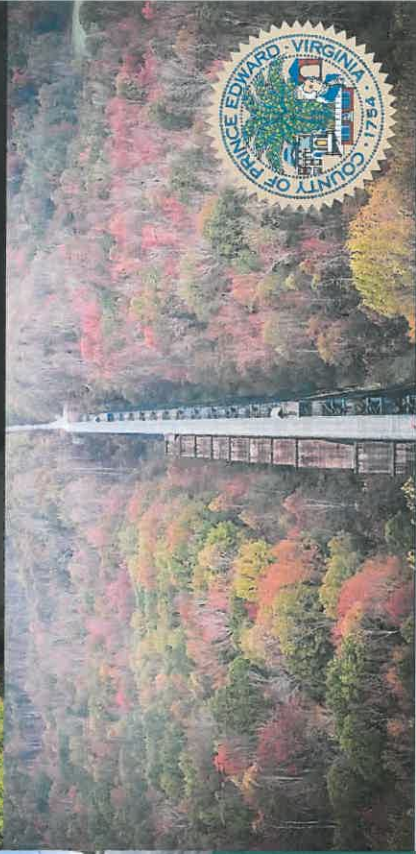
Cooper-Jones _____
Emert _____

Gilliam _____
Jenkins _____
Jones _____

Pride _____
Townsend _____
Watson _____

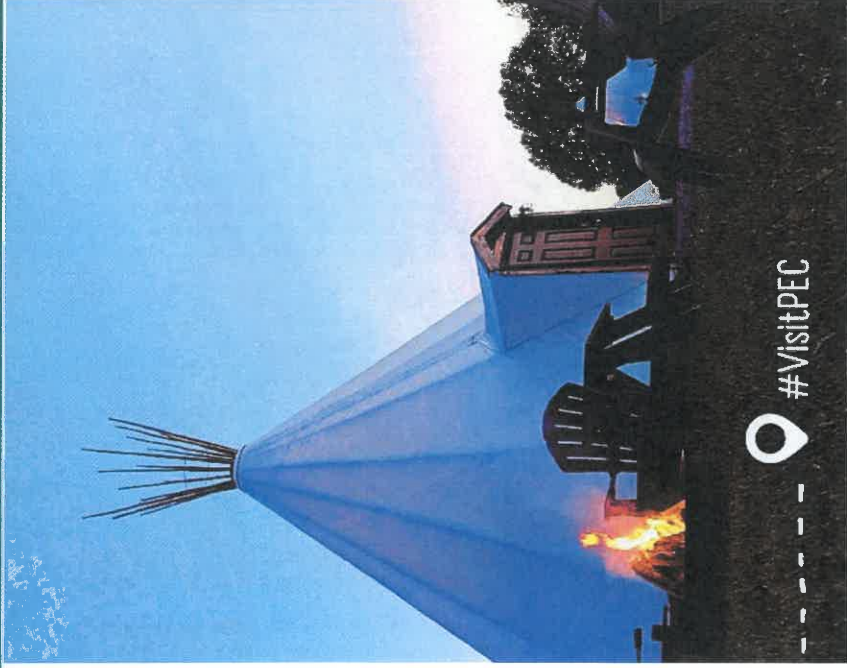
VDOT KICKOFF MEETING

PRINCE EDWARD COUNTY



WAYFINDING SIGNAGE PROJECT SCOPE

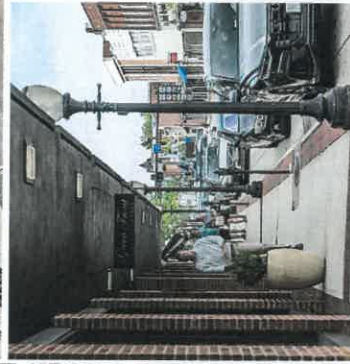
- Gateway Signs
- Trailblazer Signs
- Primary Destinations
- Proximity Destinations
- *Not included in the project: State Parks (3)*



DESTINATIONS IDENTIFIED IN PHASE 1 OF THE WAYFINDING PROCESS:

Primary Destinations:

1. Historic Downtown Farmville
2. Visitor Center



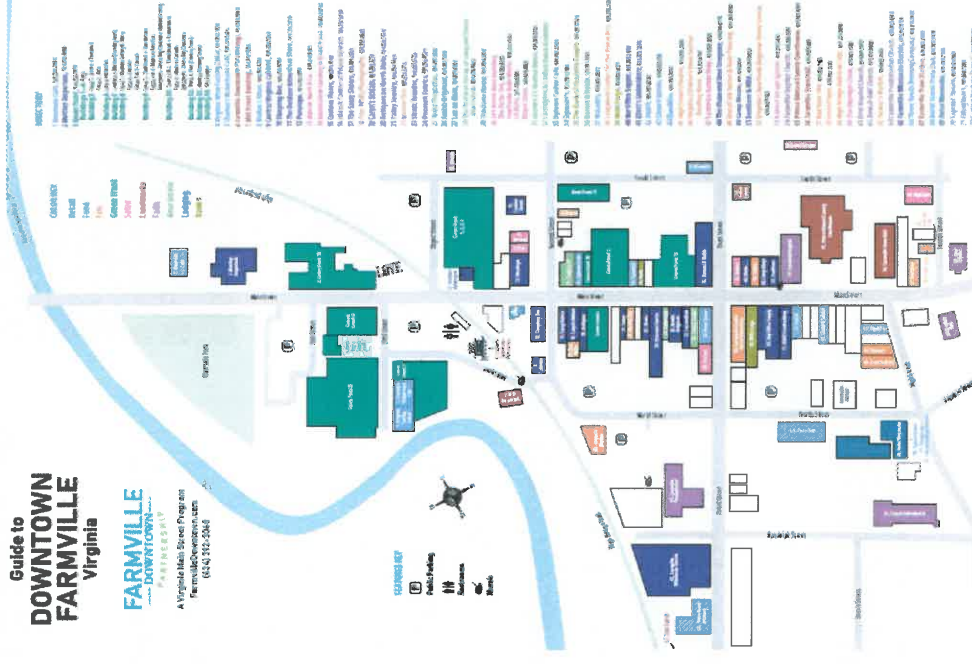
Proximity Destinations:

3. Sandy River Reservoir
4. Center for Visual Arts
5. Hampden-Sydney College
6. Longwood University
7. Moton Museum
8. Sandy River Resort
9. Briery Creek Lake
10. Manor Golf Club
11. Wilck's Lake
12. Blueway Paddle Trail



DESTINATIONS IDENTIFIED IN PHASE 1 OF THE WAYFINDING PROCESS:

*13. **Green Front Shopping District** (Recreational and Historical): Located in historic downtown Farmville, the flagship Green Front Furniture store offers **nearly a million square feet of rugs, furniture, and home decor**. Green Front features the largest rug collection in North America. **This company has been third-generation family-owned since 1968. It comprises 13 buildings, including renovated 1840s tobacco warehouses**, stocked with fine furnishings, rugs, imports, and accessories. Green Front Furniture is a shopping destination and this discount furniture powerhouse **draws loyal customers from hundreds of miles away**. There are two satellite store locations in Northern Virginia and Raleigh, North Carolina.

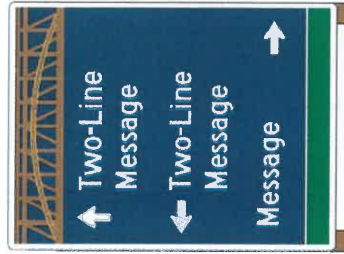


REVISED PLAN

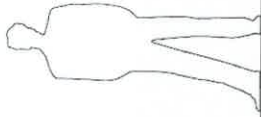
OPTION 1 GATEWAY SIGN



OPTION 1 GATEWAY SIGN
SCALE: 1/2"=1'-0"



LARGE TRAILBLAZER
SPEEDS >= 30 MPH
VEHICULAR DIRECTIONAL SIGN

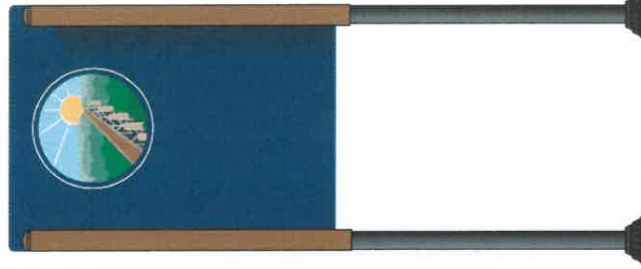


SMALL TRAILBLAZER
SPEEDS <= 25 MPH
VEHICULAR DIRECTIONAL SIGN

REVISED PLAN CONTINUED



GATEWAY SIGN
BACKSIDE

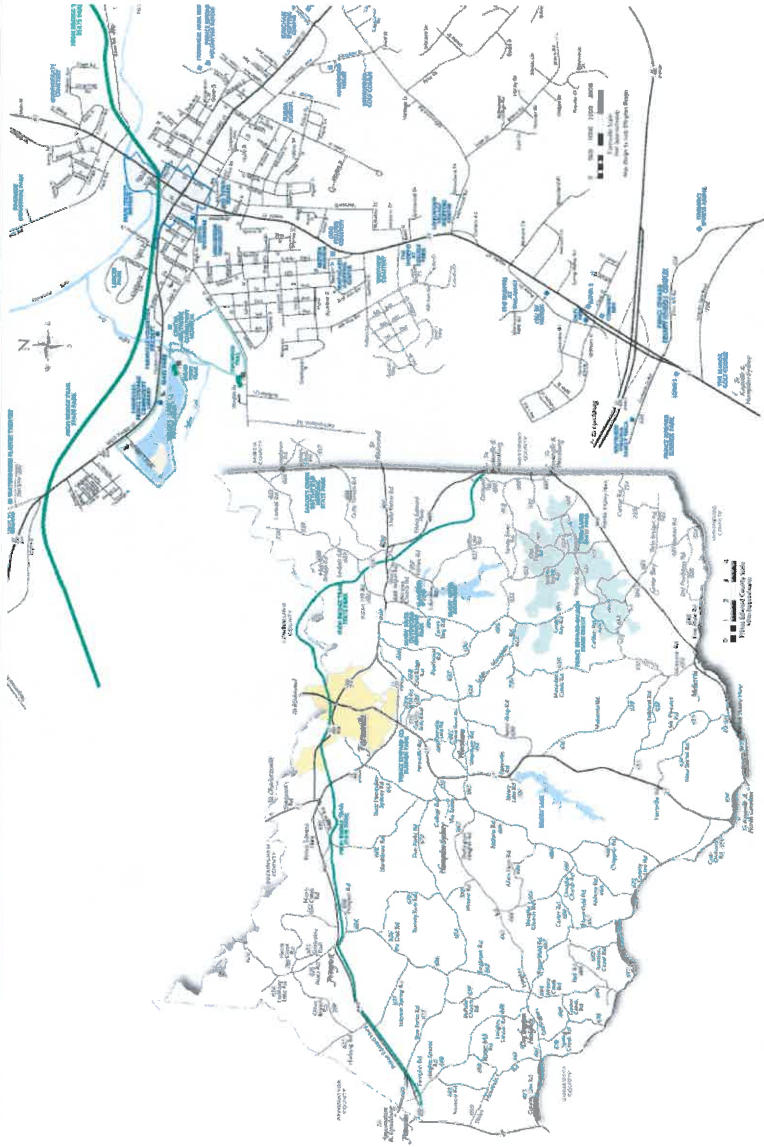


LARGE TRAILBLAZER
BACKSIDE



SMALL TRAILBLAZER
BACKSIDE

QUESTIONS AND ANSWERS



THANK YOU





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**PRINCE EDWARD COUNTY
 WAYFINDING SIGN SYSTEM**
 Prince Edward County, Virginia

COLOR PALETTE

- (P1)** Pantone 281 C
- (P2)** Pantone P179-16U
- (P3)** Pantone 7563 C
- (P4)** Pantone 7574 C
- (P5)** Pantone P10-7U
- (P6)** Pantone P179-15U
- (P7)** Pantone P179-13U
- (P8)** Pantone P179-11U
- (P9)** Pantone P118-3U
- (P10)** Black
- (P11)** White
- (P12)** 3M Diamond Grade Reflective Sheeting #4090

SPECIFICATIONS KEY

- (P#)** Color Identification
- (S#)** Sign Panel Specifications
- (M#)** Sign Mounting Specifications
- REVISION DATE**

PROJECT NO. 2021-0057

SCALE: AS SHOWN

PROJECT MANAGER: SH

CHECKED BY:

DRAWN BY: SCH

DATE: August, 2024

**G1: GATEWAY SIGN
 DETAILS**

SHEET 7

NOTES:

G1: GATEWAY SIGN PANEL:

G1.1 GATEWAY SIGN PANEL FABRICATION: To be a custom shaped, boxed, aluminum panel with all reinforcement to the interior. Panel to be mechanically fastened to brick piers. Top, back of panel to have a 30° bevel. Face of panel to have raised, flush-mounted letters. Top and bottom horizontal white lines to be raised 1/2" from face of panel and have beveled top to shed water; Panel to be painted as specified.

G1.2 "PRINCE EDWARD COUNTY" MESSAGE: Shall use Trajan Pro-Bold font with 7" capital letters. Letters to be aluminum, raised 1", center-mounted and mechanically fastened to face of panel. Letters to be painted white.

G1.3 "WELCOME TO" MESSAGE: Shall use Monotype Corsiva-Regular font with 6" capital letter. Letters to be aluminum, raised 1/2", center-mounted and mechanically fastened to face of panel. Letters to be painted white.

G1.4 "FOUNDED" MESSAGE: Shall use Trajan Pro-Bold font with 2 1/2" all capital letters. Date to be 3" height. Letters to be aluminum, raised 1/4", center-mounted and mechanically fastened to face of panel. Letters to be painted white.

G1.5 DECORATIVE TRESTLE FABRICATION: To be 1" thick decorative cut aluminum. Trestle with 1/2" raised arch details chemically welded to the front and back of trestle. Center-align trestle with bottom of gateway panel and mechanically fasten to brick piers and panel above using S5 tamper resistant fasteners. Trestle to be painted as specified. Trestle design shall be provided as a scalable, digital file.

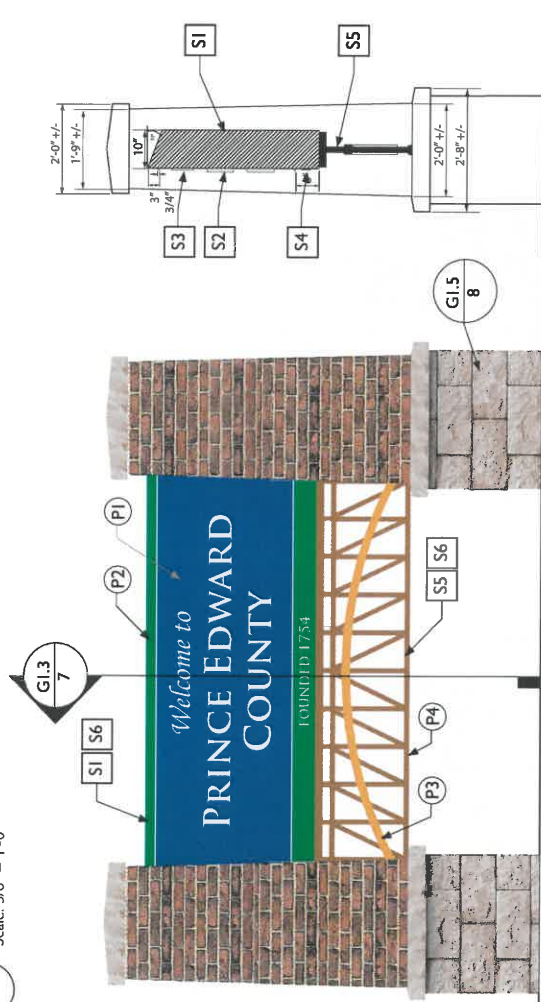
G1.6 PAINT COLORS: All exposed surfaces shall be primed and painted using Matthews acrylic polyurethane paint color matched to Pantone colors specified, or an approved equal. Sign panel shall have a UV protective coat of Matthews Paint #42285P-Satin Clear Topcoat, or approved equal, applied to painted surfaces only.

Drawings are design intent only and are NOT for construction. All dimensions and site conditions shall be verified by the contractor/fabricator. Shop drawings as well as any changes in design, dimensions, materials, fabrication method, or other details shown in these drawings must be approved prior to proceeding with fabrication.

G1: GATEWAY SIGN	
TOTAL	QUANTITY
	5

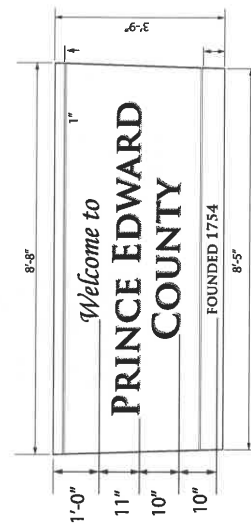


G1.2 PLAN VIEW
 Scale: 3/8" = 1'-0"



G1.1 MONUMENT GATEWAY SIGN PANEL DETAILS
 Scale: 3/8" = 1'-0"

G1.3 SIGN SECTION DETAILS
 Scale: 3/8" = 1'-0"



G1.4 SIGN PANEL DETAILS
 Scale: 3/8" = 1'-0"

NOTES:

G1: MOUNTING DETAILS:

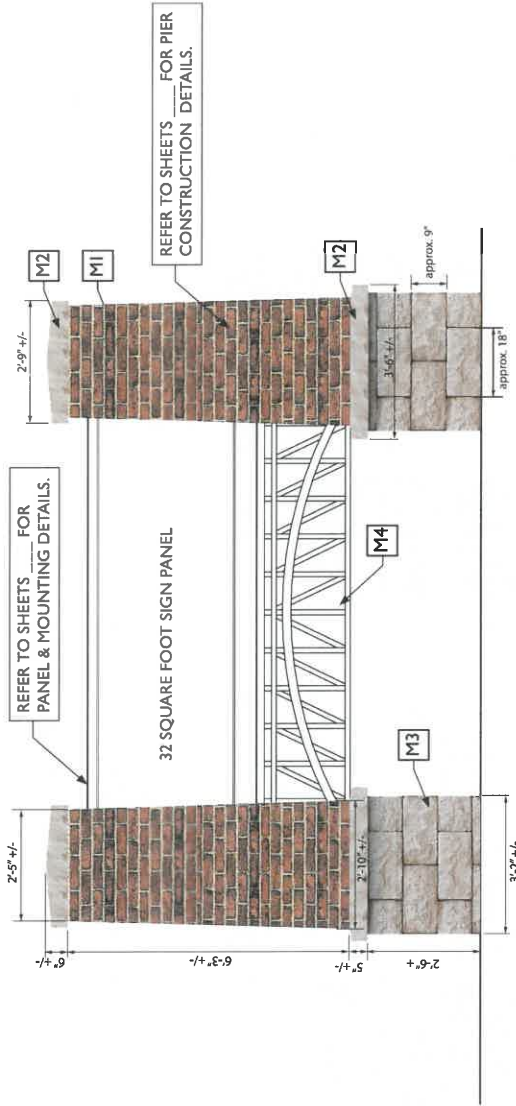
- M1** MASONRY BRICK PIERS: To be tapered and have APC cap and base. Use Pine Hill Brick-Old Dutch II, modular bricks, or an approved equal. Use Argos-Sahara mortar or an approved equal.
- M2** ARCHITECTURAL PRECAST CONCRETE (APC): Use Reading Rock, Inc. - RockCast-Pyramid cap, chiseled, Bur Ridge for pier cap. Use Reading Rock, Inc. - RockCast-Flat cap, chiseled, Bur Ridge for base cap or an approved equal. Use Argos-Sahara mortar or an approved equal.
- M3** ARCHITECTURAL MASONRY VENEER (AMV) BASE: Use Reading Rock- AMV - Chiseled ST-205, Bur Ridge, or an approved equal. Use Argos-Sahara mortar or an approved equal.
- M4** Sign fabricator shall coordinate with masonry contractor as necessary for the mounting of the panel and trestle to the masonry piers.
- M5** Gateway sign to be illuminated with ground-mounted, surface light fixture.

Refer to G1: Gateway Sign: Lighting Details, sheet T2.

Sign fabricator/contractor shall coordinate electrical power to sign locations with Prince Edward County.

G1: INSTALLATION NOTES:

1. Sign fabricator shall be responsible for all site engineering. This shall include verifying the mounting conditions and providing a detail drawing for each mounting condition.
2. Sign fabricator shall provide fully engineered drawings including, but not limited to, foundation, electrical and structural for wind loads for all sign types to Owner for review and approval prior to sign fabrication.
3. For sign programming and general sign locations refer to Programming Overview Map, sections A-I, sheets 13-18.



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PRINCE EDWARD COUNTY
 WAYFINDING SIGN SYSTEM
 Prince Edward County, Virginia

COLOR PALETTE

- P1** Pantone 281 C
- P2** Pantone P179-16U
- P3** Pantone 7563 C
- P4** Pantone 7574 C
- P5** Pantone P10-7U
- P6** Pantone P179-15U
- P7** Pantone P179-13U
- P8** Pantone P179-11U
- P9** Pantone P118-3U
- P10** Black
- P11** White
- P12** 3M Diamond Grade Reflective Sheeting #4090

SPECIFICATIONS KEY

- (P#)** Color Identification
- (S#)** Sign Panel Specifications
- (M#)** Sign Mounting Specifications

REVISION DATE

PROJECT NO. 2021-0057
 SCALE: AS SHOWN
 PROJECT MANAGER: SH
 CHECKED BY:
 DRAWN BY: SCH
 DATE: August 2024

G1: GATEWAY SIGN MOUNTING DETAILS

SHEET 8

Drawings are design intent only and are NOT for construction. All dimensions and site conditions shall be verified by the contractor/fabricator. Shop drawings as well as any changes in design, dimensions, materials, fabrication method, or other details shown in these drawings must be approved prior to proceeding with fabrication.



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PRINCE EDWARD COUNTY
 WAYFINDING SIGN SYSTEM
 Prince Edward County, Virginia

OVERVIEW MAP

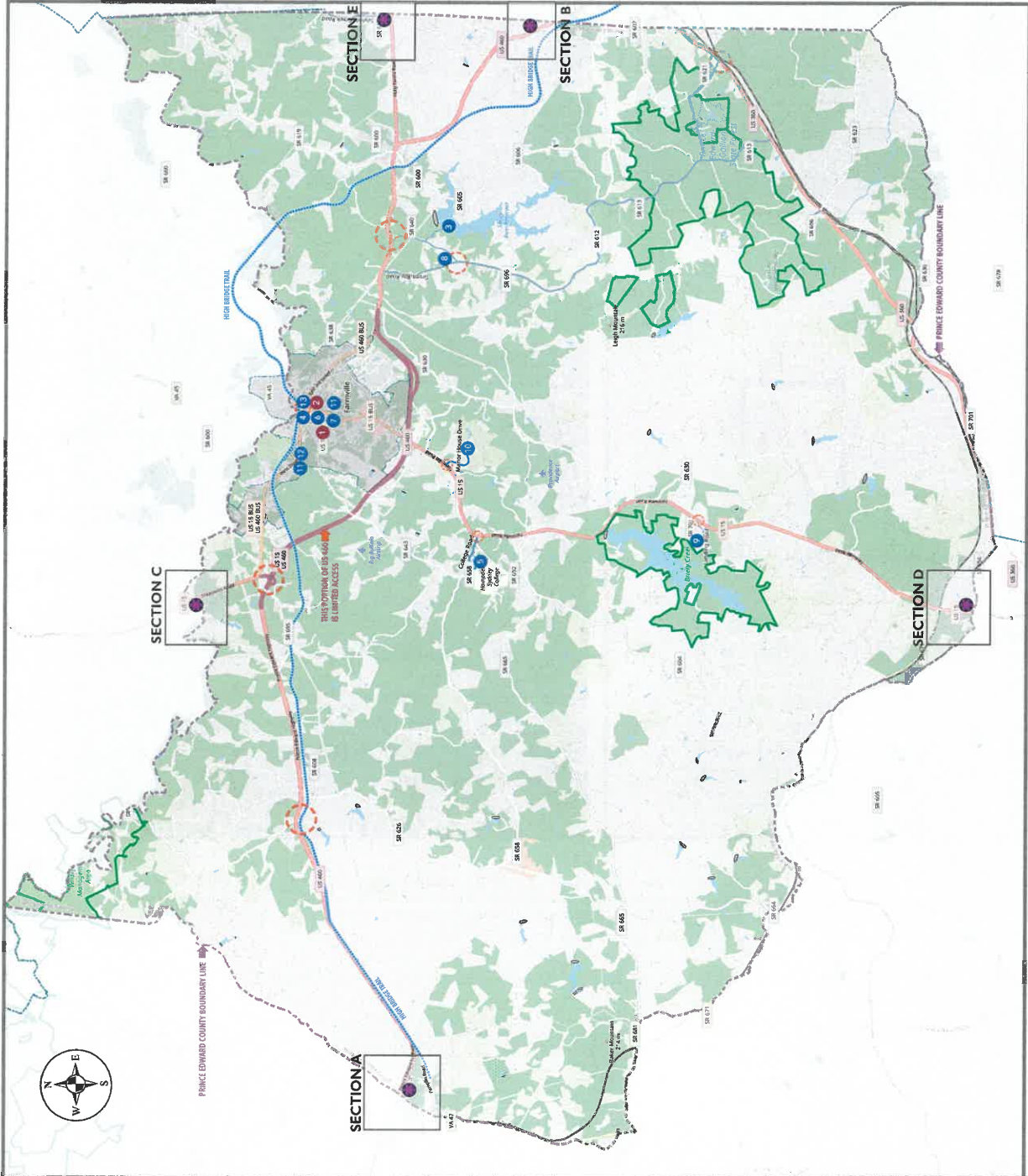
LEGEND

Primary Destinations

- 1 Historic Downtown Farmville
- 2 Visitor Center

Proximity Destinations

- 3 Sandy River Reservoir
- 4 Center for Visual Arts
- 5 Hampton-Sydney College
- 6 Moton Museum
- 7 Sandy River Resort
- 8 Briery Creek Lake
- 9 Manor Golf Club
- 10 Wittick's Lake
- 11 Bluetray Paddle Trail
- 12 Green Front Retail Region



REVISION DATE
PROJECT NO. 2021-0057
SCALE: AS SHOWN
PROJECT MANAGER: SH
CHECKED BY:
DRAWN BY: SH
DATE: August 2024
GATEWAY SIGN PROGRAMMING: OVERVIEW MAP: SECTIONS A-E
SHEET 13

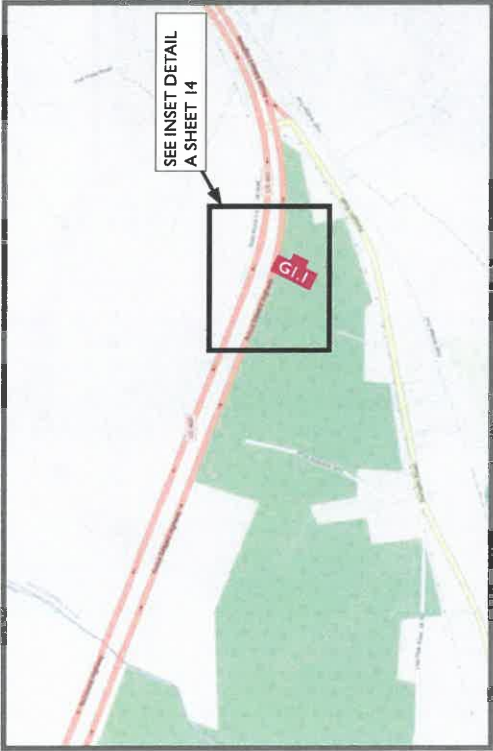


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PRINCE EDWARD COUNTY
 WAYFINDING SIGN SYSTEM
 Prince Edward County, Virginia



SECTION A



Sign Latitude and Longitude Coordinates
 G1.1: 37° 15'58.92"N, 78° 39'28.21"W

REVISION DATE	
PROJECT NO. 2021-0057	
SCALE: AS SHOWN	
PROJECT MANAGER: SH	
CHECKED BY:	
DRAWN BY: SH	
DATE: August 2024	
SIGN LOCATION MAP: SECTION A AND INSET DETAIL	
SHEET 14	



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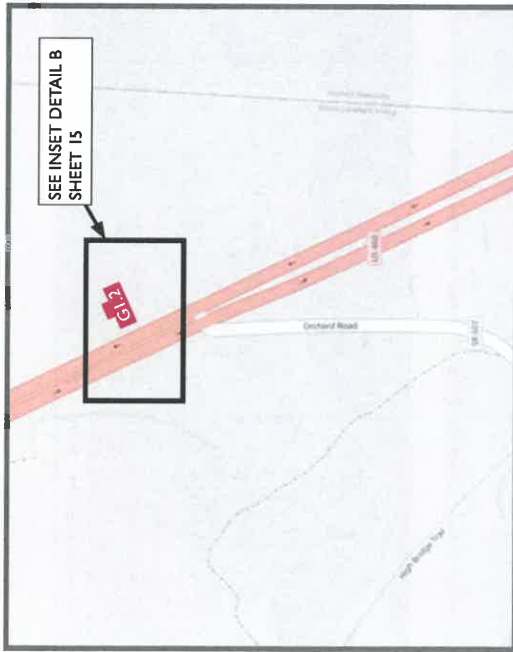
PRINCE EDWARD COUNTY
WAYFINDING SIGN SYSTEM
 Prince Edward County, Virginia



SECTION B



Sign Latitude and Longitude Coordinates
G1.2: 37° 13'47.60"N, 78° 14'23.54"W



REVISION DATE	
PROJECT NO.	2021-0057
SCALE	AS SHOWN
PROJECT MANAGER	SH
CHECKED BY:	
DRAWN BY:	SH
DATE:	August 2024
SIGN LOCATION MAP: SECTION B AND INSET DETAILS	
	SHEET 15

SECTION C



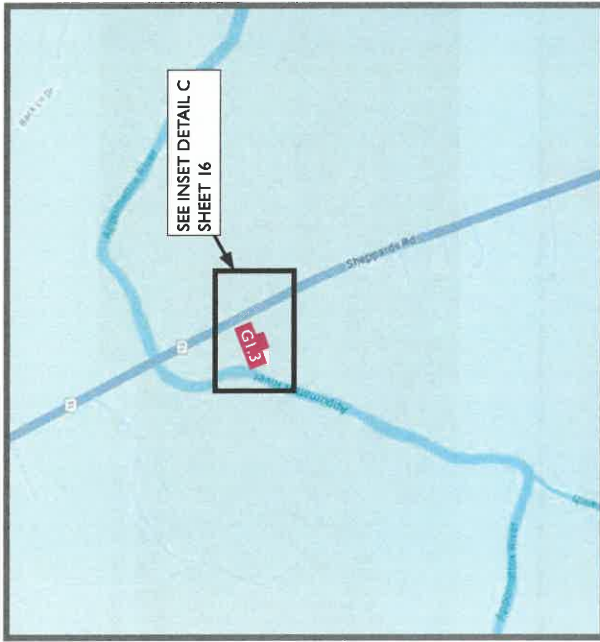
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PRINCE EDWARD COUNTY
 WAYFINDING SIGN SYSTEM
 Prince Edward County, Virginia



Sign Latitude and Longitude Coordinates
 GI.3: 37°20'19.26"N, 78°28'13.57"W

REVISION DATE	
PROJECT NO.	2021-0057
SCALE	AS SHOWN
PROJECT MANAGER	SH
CHECKED BY:	
DRAWN BY:	SH
DATE	August 2024
SIGN LOCATION MAP: SECTION C AND INSET DETAILS	
SHEET 16	

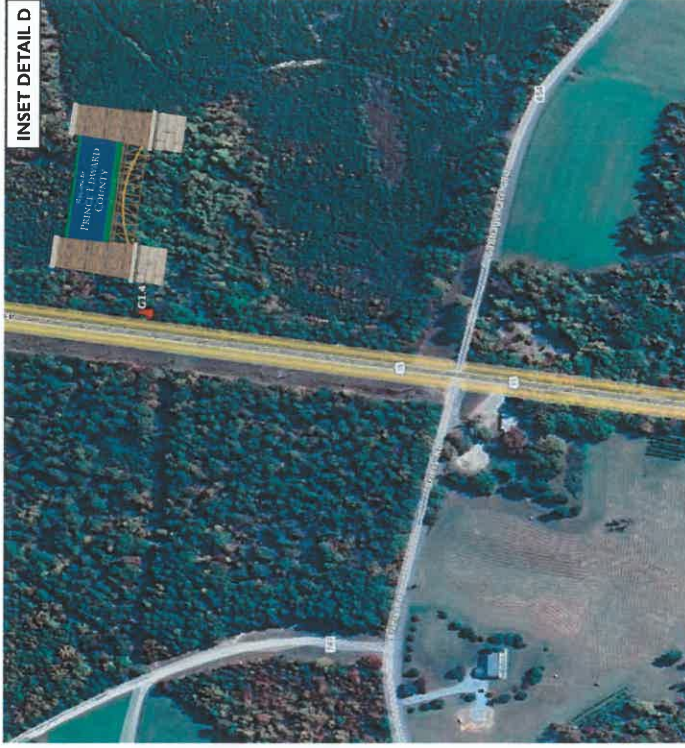


SECTION D



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PRINCE EDWARD COUNTY
WAYFINDING SIGN SYSTEM
 Prince Edward County, Virginia



Sign Latitude and Longitude Coordinates
G1.4: 37°5'16.97"N, 78°28'28.71 "W



EXISTING GATEWAY - SOUTH US 15

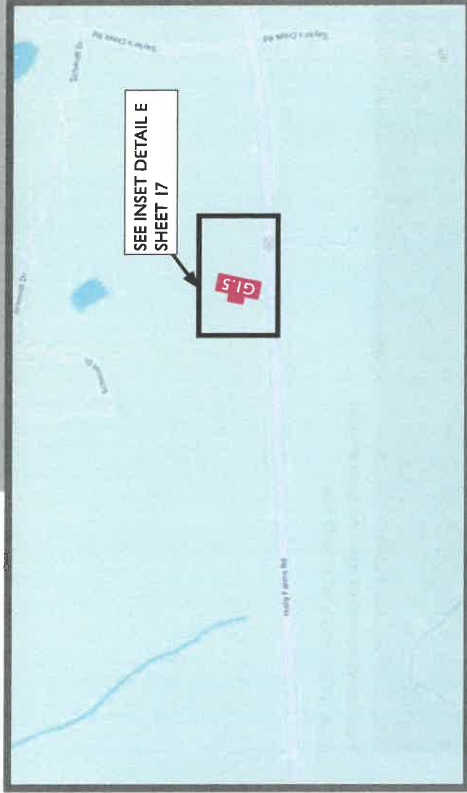
REVISION DATE	
PROJECT NO.	2021-0057
SCALE	AS SHOWN
PROJECT MANAGER	SH
CHECKED BY:	
DRAWN BY:	SH
DATE:	August, 2024
SIGN LOCATION MAP: SECTION D AND INSET DETAILS	
SHEET 17	

SECTION E



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PRINCE EDWARD COUNTY
 WAYFINDING SIGN SYSTEM
 Prince Edward County, Virginia



EXISTING GATEWAY - EAST 307



Sign Latitude and Longitude Coordinates
 G1.5: 37°16'29.93"N, 78°14'22.98"W

REVISION DATE	
PROJECT NO.	2021-0057
SCALE	AS SHOWN
PROJECT MANAGER	SH
CHECKED BY:	
DRAWN BY:	SH
DATE:	August 2024
SIGN LOCATION MAP: SECTION E AND INSET DETAILS	

SHEET 18

February 14, 2023

The following is an excerpt of the minutes of the regular meeting of the Prince Edward County Board of Supervisors held February 14, 2023.

In Re: Frazier Associates Wayfinding Signage Planning and Design Services

In October of 2021, a draft scope of work for a wayfinding master plan for the County was provided by Frazier Associates which has been broken up into two phases. As outlined, Phase One will provide data gathering, sign needs and locations, and development of schematic designs (\$24,975) while, based on the approved destinations, Phase Two will provide a sign program and maps showing the content of each sign and mapped locations as well as the development of construction documents developed and coordinated through VDOT (\$24,500).

In November of 2022, the \$30,000 VTC ARPA grant spending plan for tourism recovery was submitted and approved. This grant will fund Phase One and part of Phase Two of the wayfinding masterplan project.

Competition will be utilized for contracts for professional services, such as engineering, and with a budget of between \$20,001 to \$50,000, whenever feasible, but the Board may establish alternate procedures for the acquisition of services. Given that Frazier Associates has recently been involved in a wayfinding signage program with the Town of Farmville, to ensure the cohesiveness of both entities' signage programs, it is recommended that the Board waive solicitation of proposals.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to approve and authorize the County Administrator to sign a contract with Frazier Associates for planning and design services; the motion carried:

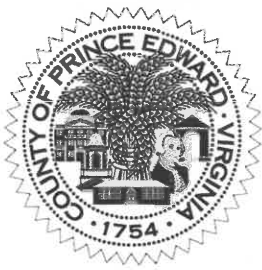
Aye:	Pattie Cooper-Jones	Nay:	None
	J. David Emert		
	Llew W. Gilliam, Jr.		
	Victor "Bill" Jenkins		
	E. Harrison Jones		
	Odessa H. Pride		
	Jerry R. Townsend		
	Cannon Watson		

CERTIFIED TRUE COPY


Douglas P. Stanley
County Administrator



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**Board of Supervisors
Agenda Summary**

Meeting Date: October 8, 2024
Item #: 23
Department: County Administration
Staff Contact: Douglas P. Stanley / Sarah Elam Puckett
Agenda Item: Monthly Reports

SUMMARY:

Please see attachments.

COST:

ATTACHMENTS:

- a. Building Office

RECOMMENDATION: None.

SAMPLE MOTION:

Motion _____
Second _____

Cooper-Jones _____
Emert _____

Gilliam _____
Jenkins _____
Jones _____

Pride _____
Townsend _____
Watson _____



Building Inspection Department Type & Fees Collected for August 2024

	Permits Issued			Permits Issued	
Residential - New Structures					
Single Family	5	1828.46	Cloud		
Shed	1	\$184.00	Cloud		
Pool	1	\$195.00	Cloud		
Renovation / Repairs				4	\$790.70 AS 400
Trade Permits - Residential	18	2462.16	Cloud	10	\$1,311.88 AS 400
Trade Permits - Commercial	5	\$1,835.76	Cloud		
Commercial	1	\$70,480.41	Cloud	2	\$1,500.00 AS 400
Commercial - Plan Review	1	\$200.00	Cloud		
Demolition - Residential	2	\$200.00	Cloud		
Miscellaneous	2	\$250.00	Cloud		
2% State Levy Fee					71.97 AS 400
		1560.58	Cloud		
Soil	2	\$50.00	Cloud		
Total Permits issued	54			16	AS 400
Total Funds Collected		\$82,920.92			
		\$79,246.37	Cloud		\$3,674.55 AS 400