

David Hart
John H. Hogan
John Pregelman
Whitfield M. Paige
Rhett Weiss
Absent: Llew W. Gilliam, Jr., John "Jack" W. Peery, Jr.

Commissioner Gilliam entered the meeting at this time.

Set Day, Time and Place of Regular Meetings

Chairman Pregelman called for suggestions regarding the regular meeting schedule.

Commissioner Copeland made a motion, seconded by Commissioner Paige, to hold the regular Planning Commission meetings on the third Tuesday of the month at 7:00 p.m. in the Board of Supervisors room of the Courthouse, with the April regular meeting to be held on Thursday, April 23, 2026 due to a room scheduling conflict, and in the event of inclement weather, set the Thursday following the scheduled meeting as the Inclement Weather date for the meeting; the motion carried:

Aye: Ken Copeland
Brad Fuller
Llew W. Gilliam, Jr.
David Hart
John H. Hogan
John Pregelman
Whitfield M. Paige
Rhett Weiss
Nay: (None)
Absent: John "Jack" W. Peery, Jr.

Adoption of Bylaws

Chairman Pregelman called for suggestions regarding the Bylaws.

Commissioner Weiss made a motion, seconded by Commissioner Paige, to adopt the Bylaws as presented; the motion carried:

Aye: Ken Copeland
Brad Fuller
Llew W. Gilliam, Jr.
David Hart
John H. Hogan
John Pregelman
Whitfield M. Paige
Rhett Weiss
Nay: (None)
Absent: John "Jack" W. Peery, Jr.

**Bylaws Of
Prince Edward County Planning Commission**

- 1) Meetings shall be held on a monthly basis, normally on the third Tuesday of the month at 7:00 P.M. in the Board of Supervisor's room. The schedule may be altered at any regularly scheduled meeting. Meetings may be cancelled due to lack of business, but the Commission shall meet at least every two months.

- 2) Additional meetings may be held at any time upon the call of the chairman, or by a majority of the members of the commission, or upon request of the Board of Supervisors following at least twenty-four hours' notice to each member of the commission.
- 3) The commission at its regular meeting in January of each year shall elect a chairman and vice-chairman. The recording secretary shall be the Director of Planning and Community Development or a designated alternate, who shall make an audiotape of the proceedings of each meeting and prepare minutes for the permanent records of the commission.
- 4) The duties and powers of the officers of the planning commission shall be as follows:
 - A. Chairman
 - Preside at all meetings of the commission.
 - Call special meetings of the commission in accordance with the bylaws.
 - Sign documents of the commission.
 - See that all actions of the commission are properly taken.
 - B. Vice-Chairman

During the absence, disability, or disqualification of the chairman, the vice-chairman shall exercise or perform all duties and be subject to all the responsibilities of the chairman.
 - C. Recording Secretary
 - Prepare an audiotape of the proceedings of each meeting of the commission.
 - Prepare minutes from the audiotape of each meeting in detail sufficient to include the tenor of public comments and the commission's reasoning underlying each decision or recommendation.
 - Circulate a copy of the minutes to each member of the commission before the next meeting.
 - Prepare the agenda for all commission meetings.
 - Be custodian of commission records.
 - Inform the commission of correspondence relating to business of the commission and attend to such correspondence.
 - Handle funds allocated to the commission in accordance with its directives, state law, and county ordinances.
 - Sign official documents of the commission.
- 5) All maps, plats, site plans, and other materials submitted to the commission shall be filed in the office of the Director of Planning and Community Development and maintained for public access until the project to which they relate has been completed or vacated. Minutes of the commission's meetings shall be permanently filed in the office of the planner and maintained for public access.
- 6) Matters referred to the commission by the Board of Supervisors shall be placed on the calendar for consideration and possible action at the first meeting of the commission after the referral and appropriate public notification.
- 7) A majority of the members of the commission shall constitute a quorum for the transaction of business, but no quorum shall be required for informational meetings at which no action is to be taken.
- 8) Reconsideration of any decision of the commission may be taken when the interested party for such reconsideration makes a showing satisfactory to the chairman that, without fault or deliberate omission on his own part, essential facts were not presented to the chairman.

- 9) Roberts Rules of Order for Committees shall govern the commission's proceedings in all cases not specifically ordered by these bylaws.

- 10) Any member of the commission who has personal or financial interest in any matter before the commission shall declare the nature of that interest and shall if the interest constitutes a legal conflict of interest by Virginia law recuse him/herself from the deliberations on that matter, including lobbying other members, participating in the discussions, or voting on the matter. In cases where the interests do not raise to the level of legal conflict of interest by Virginia law, a member may voluntarily recuse him/herself in the interest of avoiding the appearance of conflict. All commission members shall be sensitive to the importance of impartiality and shall endeavor to always avoid any actual or appearance of conflict of interest.

- 11) Each member of the commission who has knowledge that he/she will be unable to attend a scheduled meeting of the commission shall notify the County Administrator's office at the earliest opportunity. The Director of Planning and Community Development shall notify the chairman if projected absences will produce a lack of quorum. Members who are absent from three consecutive meetings, or who are absent from more than half of the commission's meetings during a calendar year, will be referred to the Prince Edward County Board of Supervisors for possible replacement.

- 12) The vice-chairman shall succeed the chairman if he vacates his office before his term is completed. A new vice-chairman shall be elected at the next regular meeting.

- 13) These bylaws may be recommended for amendment at any meeting having a quorum present by a majority vote, provided that notice of such proposed amendment has been given to each member in writing at least two weeks prior to its consideration. If recommended for approval, proposed amendments must then be adopted by the Board of Supervisors before becoming effective.

- 14) Planning Commission members are strongly encouraged to attend a Virginia Certified Planning Commissioner's Training Program within two years of their appointment to the Planning Commission. This certification course will provide a basic foundation of planning law, history, and technical expertise needed by planning commissioners to maximize their competency and ability to render legally defensible decisions and recommendations. Costs associated with the program will normally be paid by Prince Edward County.

Adoption of Rules of Procedure for Public Hearings

Commissioner Gilliam made a motion, seconded by Commissioner Copeland, to adopt the Rules of Procedure for Public Hearings; the motion carried:

Aye:	Ken Copeland Brad Fuller Llew W. Gilliam, Jr. David Hart John H. Hogan John Prengaman Whitfield M. Paige Rhett Weiss	Nay: (None)
Absent:	John "Jack" W. Peery, Jr.	

**PLANNING COMMISSION PUBLIC HEARINGS
RULES OF PROCEDURE - 2025**

PUBLIC HEARING SPEAKING ORDER

1. The order of presentation shall be as follows, unless varied by the Commission Chair.
 - a. Staff report.
 - b. Applicant's presentation.
 - c. Questions of the applicant by members of the Planning Commission.
 - d. Comments from members of the public. Speakers shall be heard in the order in which they registered on the public sign-in sheet.
 - e. Rebuttal by applicant/applicant's representative (time determined by Chair).
 - f. Questions by the Commission members of speakers.
2. Following discussion of all matters to be considered and once the public hearing has been closed, the Commission will consider one of the following three actions regarding each matter:
 - a. Approval (with conditions, as applicable);
 - b. Denial; or
 - c. Table for further review.

PUBLIC HEARING GUIDELINES

- Individuals wishing to speak should register using the sign-in sheet posted outside the Board of Supervisors room on the night of the meeting. Individuals wishing to participate remotely may register in advance with the Deputy Clerk or call into the meeting and remain on the line until acknowledged by the Board Chair.
- Speakers will be asked to stand at the lectern and address the Commission, if able, unless participating remotely, and to provide their name and district.
- Speakers arriving after the commencement of the hearing or who are participating remotely, and who are not on the sign-up sheet, will be recognized after the registered speakers have finished and at the discretion of the Chair.
- The Chair may establish a time limit for each speaker and to limit or decrease time for any portion of the public hearing due to the number of potential speakers, or repetition, or any other concern.
- All comments shall be directed to the members of the Planning Commission. Debate is prohibited. This includes debate among speakers or speakers/Commission members/staff. Citizen comments may be supplemented by written comments and/ or handouts and should bring ten copies for distribution to the Planning Commission.
- Speakers are asked to keep comments brief and to avoid repetitive testimony. Each speaker may speak once at a hearing. Remarks shall be confined to the matter under discussion and shall be relevant.
- The Chair has the authority to vary these guidelines as may be necessary and to end a presentation or comments that violate the rules or for other cause. The Commission will not tolerate personal attacks by anyone on any participant in the proceedings.
- Once the public comment period has been closed, no further public input will be permitted unless clarification is requested by a Commission member. The response shall address only those questions raised by the member.

In Re: Approval of Minutes

Commissioner Fuller made a motion, seconded by Commissioner Copeland, to approve the meeting minutes from November 18, 2025; the motion carried:

<p>Aye: Ken Copeland Brad Fuller Llew W. Gilliam, Jr. David Hart John H. Hogan John Prengaman Whitfield M. Paige Rhett Weiss</p>	<p>Nay: (None)</p>	<p>Abstain: Whitfield M. Paige Rhett Weiss</p>
<p>Absent: John “Jack” W. Peery, Jr.</p>		

In Re: 2025 Annual Report

Robert Love, Director of Planning and Community Development, stated that as required by Title 15.2, Chapter 22, Section 2221 of the *Code of Virginia*, an annual report must be submitted to the Governing Body concerning the operation of the Planning Commission and the status of planning within Prince Edward County.

The Prince Edward County Planning Commission held one (1) Joint Work Session Meeting and one (1) Joint Public Hearing with the Prince Edward County Board of Supervisors for consideration and adoption of the 2045 Prince Edward County Comprehensive Plan. Additionally, the Commission held six (6) regular meetings for consideration of one (1) Rezoning, one (1) Ordinance Amendment and ten (10) Special Use Permits.

Mr. Love added there were 202 zoning permits issued, and 553 building permits issued. He stated there were more commercial inspections over the past year than the previous year. He reviewed the Capital Improvement Plan projects and status of each.

In Re: Public Hearing – Zoning Text Ordinance Amendment (Miscellaneous Uses – Towers)

Chairman Prengaman announced this was the date and time scheduled to receive citizen input prior to considering an ordinance amendment to amend Appendix B – Zoning of the Prince Edward County Code Section 3-100.13 Miscellaneous Uses (Towers) in order to allow tower height increase exceptions by Special Use Permit and to better support critical public safety communications infrastructure while providing clear guidance for future tower development within the County. Notice of this hearing was advertised according to law in the Wednesday, January 7, 2026 and Wednesday, January 14, 2026 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

While County staff was working on the new P25 Public Safety Radio Project, it became apparent that Prince Edward County has very few existing towers of sufficient height to ensure reliable emergency services radio coverage. During this review, staff examined the current zoning requirements contained in Prince Edward County Zode Appendix B - Zoning, Article III, Section 3-100.13: Miscellaneous Uses - Towers and determined that the section is outdated and requires revision.

Staff has conducted a detailed review of the ordinance and prepared recommended updates and additions to modernize the section, align it with current industry standards, and ensure compliance with applicable state code. These proposed changes are intended to better support critical public safety communications infrastructure while providing clear guidance for future tower development within the County.

The Board of Supervisors referred the Draft Ordinance Amendment, to the Planning Commission at their December 9, 2025 Regular Meeting.

Mr. Love referenced several sections of the proposed ordinance amendment:

Section C.3. No tower shall exceed 199 feet in height, including antennas. Requests for exceptions from this height restriction must have Board of Supervisors’ approval through the special use permit process.

Section 11. Local government access. Owners of towers shall provide the county co-location opportunities ~~without compensation as a community benefit~~ to improve radio communications for county departments and emergency services, provided it does not conflict with the co-location requirements of this section.

Section 12. Telecommunications transmissions from any telecommunications tower or related facility shall not interfere with the emergency public safety communications system operated by the county or any communications system operated by the federal, state or county government.

Mr. Love said no one contacted him regarding this public hearing, neither for nor against.

Commissioner Fuller said all new towers must have the standard buffers of four feet in width outside the perimeter, and clarified that the materials have to be galvanized. Mr. Love said it must be galvanized and can be lattice or monopole; he said this language has been in the Code, and the only changes are those in Items 3, 11, and 12. He said there are older towers that do not have trees around; one just approved on SMI Way already had a tree buffer and if that buffer ever dies, it must be replanted.

Commissioner Gilliam stated the County can negotiate a figure to use the tower for co-location; Mr. Love said yes, and they can offer co-location to the County.

Discussion followed on requirements for towers.

Commissioner Weiss requested clarification that the definition of a “tower” remains as is set forth in Section 6-200.13. Mr. Love said the definition did not have to change.

Commissioner Weiss then asked that as is stated in Section C-3, is 199’ [tower height] still the standard in other communities. Mr. Love said a tower up to 199’ is the standard and does not have to be lit, unless it is on the top of a mountain.

Chairman Pregelman opened the public hearing.

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

Commissioner Gilliam made a motion, seconded by Commissioner Hart, that the Planning Commission recommend to the Board of Supervisors approval of the Ordinance Amendment to amend Appendix B of the Prince Edward County Code Article III Section 3-100.13 – Miscellaneous Uses – Towers in order to allow tower height increase exceptions by Special Use Permit; the motion carried:

Aye:	Ken Copeland	Nay: (None)
	Brad Fuller	
	Llew W. Gilliam, Jr.	
	David Hart	
	John H. Hogan	
	John Pregelman	
	Whitfield M. Paige	
	Rhett Weiss	
Absent:	John “Jack” W. Peery, Jr.	

Sec. 3-100.13. Miscellaneous uses.

Towers

- (A) *Intent:* These minimum standards are intended to govern the location of all towers and the installation of antennas and accessory equipment structures.
- (B) Towers, with related unmanned equipment buildings, shall be permitted only by special use permit in zoning districts as specified in article II, District Regulations. Applicants are encouraged to consider properties owned by the county when locating towers.
- (C) *General standards:*
 - 1. No tower or related facilities shall be located within 500 feet of any residential district.
 - 2. No new tower shall be permitted unless the applicant demonstrates to the reasonable satisfaction of the board of supervisors that no existing tower or structure can accommodate the proposed antenna. Evidence submitted to demonstrate that no existing tower or structure can accommodate the applicant's proposed antenna may consist of any of the following:
 - a. No existing towers or structures are located within the geographic area required to meet the applicant's engineering requirements.
 - b. Existing towers or structures are not of sufficient height to meet the applicant's engineering requirements.
 - c. Existing towers or structures are not of sufficient structural strength to support the applicant's proposed antenna or related equipment.
 - d. The applicant's proposed antenna would cause electromagnetic interference with existing antenna, or the antenna on the existing towers, or structures would cause interference with the applicants proposed antenna.
 - e. The applicant demonstrates that there are other limiting factors that render existing towers or structures unsuitable.
 - 3. No tower shall exceed 199 feet in height, including antennas. **Requests for exceptions from this height restriction must have Board of Supervisors' approval through the special use permit process.**
 - 4. Towers shall either maintain a galvanized steel finish or, subject to any applicable standards of the FCC or FAA, be painted a neutral color.
 - 5. At any tower site, the design of the buildings and related structures shall use materials, colors, textures, screening, and landscaping that will blend the facilities to the natural setting and the built environment. The related unmanned equipment structure shall not contain more than 750 square feet of gross floor area or be more than 12 feet in height, and shall be located in accordance with the requirements of the zoning district in which located.
 - 6. Towers shall not be artificially lighted, unless required by the FCC or FAA. If lighting is required, the board of supervisors may review the available lighting alternatives and approve the design that would cause the least disturbances to surrounding views.
 - 7. All towers must meet or exceed current standards and regulations of the FAA, the FCC, and any other agency of the federal government with the authority to regulate towers. If such standards and regulations are changed, then the owners of the tower governed by this section shall bring such structures into compliance with such revised standards as required by above named agencies. Failure to bring a tower into compliance with such revised standards and regulations as required by above named

agencies shall constitute grounds for the revocation of the special use permit, and removal of the tower at the owner's expense.

8. The owner of any tower shall ensure that it is constructed and maintained in compliance with standards contained in applicable federal, state, and local building codes and regulations.
9. Each applicant requesting a special use permit for a new tower shall submit two copies of a scaled site plan and a scaled elevation view and other supporting drawing, calculations, and other documentation, signed and sealed by appropriate licensed professionals, showing the location and dimensions of all improvements, including information concerning topography, radio frequency coverage, height requirements, setbacks, drives, parking, fencing, landscaping, easements, adjacent uses, and any other information deemed necessary by the county to assess compliance with the regulations of this ordinance.

Additionally, the applicant shall provide actual photographs of the site from designated relevant views that include a simulated photographic image of the proposed monopole or tower. The photograph with the simulated image shall include the foreground, the mid-ground, and the background of the site.
10. An engineering report, certifying that the proposed tower and site are compatible for co-location with a minimum of three similar users including the primary user, must accompany the application. The applicant shall provide copies of their co-location policy.
11. Local government access. Owners of towers shall provide the county co-location opportunities ~~without compensation as a community benefit~~ to improve radio communications for county departments and emergency services, provided it does not conflict with the co-location requirements of this section.
12. **Telecommunications transmissions from any telecommunications tower or related facility shall not interfere with the emergency public safety communications system operated by the county or any communications system operated by the federal, state or county government.**
13. In addition to any reasonable application fees established by board of supervisors, the applicant shall be financially responsible for the cost of any professional engineering and or related services that may be procured by the county to independently verify the application information submitted by the applicant.
14. Towers, guys, and accessory facilities must satisfy the minimum zoning district setback requirements for primary structures.
15. Towers shall be enclosed by security fencing not less than six feet high and shall be equipped with an appropriate anti-climbing device.
16. Tower facilities shall be landscaped with a buffer of plant materials that effectively screens the view of the support buildings from adjacent property. The standard buffer shall consist of a landscaping strip of at least four feet wide outside the perimeter of the compound. Existing mature tree growth and natural land form on the site shall be preserved to the maximum extent possible.
17. Any tower that is not operational for a continuous period of 90 days shall be considered abandoned, and the owner of such tower shall remove same within 90 days of receipt of notice from the building official or county administrator notifying the owner of such removal requirement. Removal includes the removal of the tower, all subterranean tower and fence footers, underground cables and support buildings. The buildings may remain with the approval of the landowner. If there are two or more users of a single tower, then this provision shall not become effective until all users cease using the tower. If the tower is not removed per this section, the county may require the landowner to have it removed. In all cases, the site shall be returned as closely as possible to its original conditions.
18. Every applicant for a special use permit for a tower shall, as a condition for the issuance of the special use permit, file with the building official a continuing bond in the penal sum of not less than

\$10,000.00 and conditioned for the faithful observance of the provisions of this ordinance and all amendments thereto, and of all the laws and ordinances relating to towers, and which shall indemnify and save harmless the county from any and all damages, judgments, costs, or expenses which the county may incur by reason of the removal or the causing to be removed any tower as provided for in this section.

Note: Strikethrough language is recommended by staff to be removed. Bold and underlined language is recommended new language to be added by staff.

In Re: Review of Supervisors Actions

Mr. Love stated the Board of Supervisors approved the Tobacco Trail Solar project during the January meeting. He said the project will now go through the process of state approvals and will likely come online in 2028. He said the Siting Agreement will provide about \$5 million in up-front payments when they receive state approvals; he said when they reach certain benchmarks, they will donate additional funds. He said there will be \$11 million in taxation revenue, and the real estate value will also increase, going from an agricultural value to a commercial or industrial value.

In Re: Old Business

(None)

New Business

Mr. Love said there may not be any applications ready to present for the February meeting; there may be a commercial campground application, and they are currently working through the Health Department and with VDOT on the entrance.

Mr. Love stated a new Environmental Health Agent, A. J. Austin will be starting Friday, January 23, 2026.

Chairman Prengaman announced Blue Spot, which is the majority of the owners at The Manor, have agreed to donate just under four acres of land around the house to the Dunnington Foundation.

Chairman Prengaman declared the meeting adjourned at 7:41 p.m.

Next Meeting: Tuesday, February 17, 2026