



AMELIA COUNTY PLANNING COMMISSION

Regular Meeting

County Administration Conference Room

16360 Dunn Street,
Amelia, Virginia 23002

Monday, May 22, 2023
7:30 P.M.

AGENDA

Action Needed

- | | | |
|----|--|---------------|
| 1. | Call to Order and Welcome of Guests: Larkin Moyer, Chairman | Call to Order |
| 2. | Determination of Quorum | Quorum |
| 3. | Approval of Minutes | |
| | I. Regular Meeting April 24, 2023 | Motion |
| 4. | Old Business | |
| 5. | New Business | |
| | I. Public Hearing - Special Exception Request - Estebon Yoder (Stationary Sawmill) | Motion |
| | II. Comp. Plan Update Discussion | |
| 6. | Chairman Comments | |
| 7. | Informational | |
| 8. | Adjournment | |

SPEAKER RULES OF PROCEDURE

Please respect all speakers and allow all opinions to be expressed in a tolerant atmosphere.

- a) Speakers may speak only once during a specific comment time and all comments should be directed to the Planning Commission.
- b) Speakers should approach the podium so they may be visible and audible to the Commission.
- c) Each speaker should clearly state his/her name and address.
- d) All questions should be directed to the Chairman. Speakers are encouraged to contact staff regarding unresolved concerns or to receive additional information.
- e) Speakers should be brief and avoid repetition of previously presented comments.

VIRGINIA: AT A REGULAR MEETING OF THE AMELIA COUNTY PLANNING COMMISSION HELD IN THE CONFERENCE ROOM OF THE COUNTY ADMINISTRATION BUILDING ON MONDAY, April 24, 2023, AT 7:30 P.M.

PRESENT: LARKIN MOYER- Chairman
ROY EASTER – Vice-Chairman
JERRY “WHIT” MORRIS
DENNIS RAMSEY
RICHARD CUMBIE, JR.
JOHN AARON
MICHAEL BATES
TRAVIS BARNARD
JUAN WHITTINGTON
JENNIFER HARRIS
DAVID FELTS, JR. – Board of Supervisors Representative

ABSENT:

Amelia County Planning Commission

BRADY DEAL, Director of Community Development

I. CALL TO ORDER

Chairman Moyer called the meeting of the Amelia County Planning Commission to order at 7:30 p.m.

II. DETERMINATION OF QUORUM

Chairman Moyer declared there was a quorum with 11 of 11 members present at 7:30 p.m.

III. APPROVAL OF MINUTES

Vice-Chairman Easter made a motion, seconded by Commissioner Morris that the Planning Commission approve the minutes of the February regular meeting.

The motion carried 11-0 recorded as follows: Larkin Moyer- AYE, John Aaron- AYE, Dennis Ramsey- AYE, Juan Whittington- AYE, Michael Bates- AYE, Travis Barnard- AYE Whit Morris- AYE, Roy Easter- AYE, Richard Cumbie-AYE, Jennifer Harris-AYE, David Felts- AYE.

IV. OLD BUSINESS

Rezoning – Amelia County Economic Development Authority – RR-3 to M-1

Chairman Moyer asked if Mr. Deal had any updated information on this item.

Mr. Deal stated that the applicant had submitted a revised conceptual site plan in response to some of the concerns that were iterated by members of the Planning Commission and public during the hearing that was held at the March meeting. He added that the new plan showed a 200 foot wooded

buffer surrounding the development, particularly alongside the Dusty Hill Subdivision and showed the property having 10 development as opposed to 12.

Mr. Deal stated that the any development on the property would have to conform to the 360 overlay district zoning requirements. He added that no further comments from VDOT have been received regarding the proposed entrances.

Chairman Moyer asked exactly how many entrances were proposed in the new conceptual plan.

Mr. Deal stated that there were 3 proposed off of Route 360 and 1 off of Richardson Road.

Commissioner Whittington stated that he was not happy with the number of access proposed in the conceptual site plan. He read excerpts from the 2017 and 2005 Comprehensive Plan regarding the 360 corridor. Mr. Whittington stated that four accesses (3 on Route 360 & 1 on Richardson Road) were too much and would create unnecessary congestion. He stated that it is technically 4 cuts into Route 360. He added that it would be an improvement for the plan to show some additional screening and buffering on Route 360.

Commissioner Easter asked if all the entrances proposed on the conceptual site plan were at existing crossovers on route 360.

Mr. Deal stated that only one of the proposed accesses was at an existing crossover.

Vice-Chairman Easter stated that by the time the applicant built the necessary turn lanes and crossovers in, they could probably spend the same amount of money and put in an access road for the sites to limit the accesses on Route 360.

Chairman Moyer stated that the traffic would ultimately depend on what industries located in the proposed commerce park. He agreed with Mr. Easter in that he would be inclined to support an access road that limits the number of direct access points on Route 360. He added that the Commission could put comments as what they thought should be changed in the motion which would then go before the Board of Supervisors when they consider the rezoning request.

Commissioner Barnard asked if there was anyone present from the EDA to speak on behalf of the request.

Mr. Neal Barber, representing the EDA as a consultant spoke regarding the issues that the Planning Commission discussed during this meeting and the previous meeting. He stated that they would work to resolve any of these issues during the site plan review process. He added that if the zoning request is approved they would complete the master plan of development process and a preliminary engineering report to answer the cost questions related to access points and interior roadways.

Mr. Barber stated that the EDA hoped to limit access points off of Richardson Road to prevent any further traffic and possible nuisance to the neighboring subdivision.

Commissioner Barnard stated that he had heard from an EDA member that time is off essence due to a pending grant application.

Mr. Barber agreed that the EDA needed to be able to apply for this grant by the summer and that the zoning of the property is a requirement for this application.

Commissioner Felts stated that it appears the EDA could remove an entrance off of the plan and that he was confident they would explore all possible routes.

Commissioner Whittington stated that he was uncomfortable sending the request to the Board of Supervisors with the conceptual site plan portraying this many access points. He added that he would like to see a revised plan.

Commissioner Whittington made a motion to defer the request for 30 days. The motion failed as there was not a second.

Commissioner Ramsey made a motion, seconded by Commissioner Aaron to recommend approval of the request to the Board of Supervisors with the conditions that there be as few entrances on Route 360 as possible.

The motion carried 10-1 recorded as follows: Larkin Moyer- AYE, John Aaron- AYE, Dennis Ramsey- AYE, Michael Bates- AYE, Travis Barnard- AYE Whit Morris- AYE, Roy Easter- AYE, Richard Cumbie-AYE, Jennifer Harris-AYE, David Felts- AYE, Juan Whittington- NAY.

V. NEW BUSINESS

Public Hearing – Special Exception – Rick Benson - Country General/Convenient Store

Chairman Moyer asked Mr. Deal for the summary of this item.

Mr. Deal provided the staff report, stating that the applicant, Rick Benson, was requesting a special exception to open an outdoor apparel store on the property. He currently operates Buck Rub Taxidermy from the property and was hoping to expand his offerings to existing customers. Mr. Deal stated that his property was about 4 acres and that all the surrounding property is owned by his family.

Chairman Moyer asked if he would be selling guns.

Mr. Deal stated that he would not be selling guns.

Chairman Moyer opened the public hearing at 8:03 p.m.

No one spoke in favor or opposition of the request.

Chairman Moyer closed the public hearing at 8:04 p.m.

Commissioner Cumbie made a motion, seconded by Commissioner Harris to recommend approval of the request to the Board of Supervisors.

The motion carried 11-0 recorded as follows: Larkin Moyer- AYE, John Aaron- AYE, Dennis Ramsey- AYE, Michael Bates- AYE, Travis Barnard- AYE Whit Morris- AYE, Roy Easter- AYE, Richard Cumbie-AYE, Jennifer Harris-AYE, David Felts- AYE, Juan Whittington- AYE.

Public Hearing – Special Exception – Richard Ricchezza- Detached Dwelling Unit

Chairman Moyer asked Mr. Deal for the summary of this item.

Mr. Deal provided the staff report, stating that the applicant was requesting a special exception permit for a detached dwelling unit that would be occupied by his sister. He stated the unit would be approximately 1,000 square feet, feature 2 bedrooms, and be constructed with similar architecture to the existing dwelling. Mr. Deal provided information on the proposed setbacks and stated that the applicant intended to use the existing septic system and would upgrade the system if needed.

Vice-Chairman Easter asked if the applicant would come forward and provide further elaboration on the request.

Mr. Richard Ricchezza provided insight on the process leading to the consideration of his 75 year old sister moving onto the property. He stated that they currently live in a 626 square foot dwelling and that when they built the dwelling they had considered building a larger dwelling on the property in the future and turn the existing dwelling into a shed/cabin without a kitchen. He added that she would not have a deed to it and if she passed away he would retain ownership of the property and him and his wife would likely move into it.

Vice-Chairman Easter asked if he intended to turn the cabin he lived in to a rental property if she passed.

Mr. Ricchezza stated that he absolutely would not attempt to turn either into rental property.

Commissioner Felts asked if the existing septic could support the new proposed dwelling.

Mr. Ricchezza stated that they would be hiring an engineer to determine the capacity of the existing septic system/drainfield and would make any improvements as necessary.

Chairman Moyer opened the public hearing at 8:13 p.m.

No one spoke in favor or opposition of the request.

Chairman Moyer closed the public hearing at 8:14 p.m.

Vice-Chairman Easter made a motion, seconded by Dennis Ramsey to recommend approval of the request to the Board of Supervisors with the condition that it would have to come back before the Planning Commission before either dwelling could be used as rental property.

The motion carried 11-0 recorded as follows: Larkin Moyer- AYE, John Aaron- AYE, Dennis Ramsey- AYE, Michael Bates- AYE, Travis Barnard- AYE, Whit Morris- AYE, Roy Easter- AYE, Richard Cumbie- AYE, Jennifer Harris- AYE, David Felts- AYE, Juan Whittington- AYE.

Public Hearing – Special Exception – Gregory Poore – Service and Repair of Farm Equipment

Chairman Moyer asked Mr. Deal for the summary of this item.

Mr. Deal provided the staff report, stating that the applicant operates a repair shop from which he primarily services equipment owned and operated by Land Vue Farm. He stated that the property was about 5 acres and that it is surrounded by his in-laws.

Vice-Chairman Easter asked if any of the surrounding property was owned by someone that was not his family. He added that he was asking because there was a repair shop in the past that brought a lot of controversy because of the neighbors being upset regarding some of the issues on the property.

Mr. Deal stated that he was under the impression that all the property surrounding their parcel was family owned but that the GIS information available wasn't exactly accurate so he notified as many of the landowners adjacent/surrounding the property was possible and did not receive any feedback.

Chairman Moyer opened the public hearing at 8:16 p.m.

No one spoke in favor or opposition of the request.

Chairman Moyer closed the public hearing at 8:17 p.m.

Commissioner Harris made a motion, seconded by Commissioner Easter to recommend approval of the request to the Board of Supervisors.

The motion carried 11-0 recorded as follows: Larkin Moyer- AYE, John Aaron- AYE, Dennis Ramsey- AYE, Michael Bates- AYE, Travis Barnard- AYE Whit Morris- AYE, Roy Easter- AYE, Richard Cumbie-AYE, Jennifer Harris-AYE, David Felts- AYE, Juan Whittington- AYE.

Public Hearing – Special Exception – Vanguard Organics, LLC – Agricultural Resource Reclamation Facility

Chairman Moyer passed the presiding role over to Vice-Chairman Easter for this item.

Vice-Chairman Easter asked Chairman Moyer about the attendance at the DEQ required public meeting. Chairman Moyer stated that 1 person attended the first meeting and that the second meeting would be held on April 25th.

Mr. Nic Cunha from Vanguard presented some updates regarding the project and went through a brief presentation.

Commissioner Whittington asked if it was possible for the digester to work on food stuffs alone.

Mr. Cunha stated that it could not operate on food waste alone because of the bugs in the manure that are vital to the digestion process.

Vice-Chairman Easter opened the public hearing at 8:24 pm.

Donny Poore and Frank Butler spoke regarding concerns on the traffic but did not oppose the project.

Karen Anderson had some general questions regarding the project, specifically about traffic, the products produced, the proximity to the river and the smell.

Julia Dawson asked where the solids and gas would be taken.

Chairman Moyer responded describing what would happen to the various materials derived from the process.

Vice-Chairman Easter closed the public hearing at 8:38 p.m.

A general discussion occurred between the Commissioners regarding the road and traffic. The Commission asked if Mr. Jeremy Moyer could speak specifically to some of the upgrades that Vanguard may consider.

Mr. Moyer stated that he understands the concerns and that it is his main concern as well since his kids and wife frequently drive that road. He provided some further insight on the traffic improvements that they would like to see and provided an overview of the nutrient values of the material and how they would land apply the material. He spoke to some of the other concerns regarding the smell and proximity to the river.

Commissioner Whittington stated that this project offers a lot of benefits particularly including the capture of methane due to its impact on global warming. He stated that his principal concern was how they were going to access to project and that the intersection of Giles and Royalton will need to be addressed in collaboration with VDOT. With that caveat, Commissioner Whittington stated that he is very supportive of the project.

Commissioner Whittington made a motion, seconded by Travis Barnard to recommend approval of the request to the Board of Supervisors.

The motion carried 11-0 recorded as follows: Larkin Moyer- AYE, John Aaron- AYE, Dennis Ramsey- AYE, Michael Bates- AYE, Travis Barnard- AYE Whit Morris- AYE, Roy Easter- AYE, Richard Cumbie-AYE, Jennifer Harris-AYE, David Felts- AYE, Juan Whittington- AYE.

VI. CHAIRMAN'S COMMENTS

VII. INFORMATIONAL

VIII. ADJOURNMENT

There being no further business to come before the Planning Commission, Chairman Moyer adjourned the meeting at 8:58 p.m.

Larkin Moyer, Chairman
Amelia County Planning Commission

ATTEST:

Brady Deal
Director of Community Development



AMELIA COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT SUMMARY REPORT

Meeting Date: May 22, 2023

SUBJECT

Estebon J. Yoder (the “Applicant”), requests a Special Exception Permit for a Stationary Sawmill per section 325-6.3 of the Amelia County Code for property located on the Northside of Patrick Henry Highway (Route 360) and off of St. James Road (Route 617) at 22920 St. James Road, Jetersville, VA 23083, identified as TM 28-3-1 on the Amelia County Real Property Identification map. The property is zoned A-5 Agricultural, and the Amelia County Comprehensive Plan shows the property is located in the Rural Preservation Area.

SUMMARY OF INFORMATION:

In January, the applicant began operating a sawmill under the by-right use provision “portable sawmill.” As his operation grew quickly, staff met with him to discuss future plans. His desire is to attain the “stationary sawmill” use authorized via special exception to allow his operation to continue at the site permanently. This operation features a bandmill and the applicant mills hardwood and pine. Approximately two trucks of logs are delivered a week and the dust/chips from the operation is collected into a tractor trailer and removed from the site. Currently, the applicant has a fuel powered mill but is interested in operating an electric mill if this request for special exception is permitted.

PUBLIC HEARINGS

Planning Commission Public Hearing May 22, 2023

SUMMARY OF FACTS

Applicant:	Estebon Yoder
Land Owner:	Estebon Yoder
Proposed Use:	Stationary Sawmill
Location:	On the Northside of Patrick Henry Highway (Route 360) and off of St. James Road (Route 617) at 22920 St. James Road, Jetersville, VA 23083, identified as TM 28-3-1 on the Amelia County Real Property Identification map
Acreage:	3.97 acres

SPECIAL EXCEPTION PERMIT APPLICATION NUMBER: SEP23-06

Existing Zoning: A-5 Agricultural

Proposed Zoning: A-5 Agricultural

Comprehensive Plan: This property is located in the Rural Preservation Area

Surrounding Zoning: A-5 Agricultural

Utilities: n/a

Wetlands Impact: n/a

Zoning History: A-5 Agricultural

RECOMMENDATION:

Review and (PC) provide recommendation to the Board of Supervisors

CACONU

PAID

APR 14 2023

Treasurer-Amelia Co.

**Application for Special Exception Permit**Date: 04/14/2023 File Number: SEP23-07Application Fee Paid: \$300Applicant: Esleban J Yoder Phone: 804-385-9717Applicant Address: 22900 St. James Rd Jetersville VA 23083Email: steveandmarlayoder@gmail.comOwner: Esleban J Yoder Phone: 804-385-9717Property Address: 22920 St. James Rd Jetersville, VA 23083Email: steveandmarlayoder@gmail.com**Property Information:**Tax Map Number: 28-3-1 Acreage: 3.97Subdivision: YES ☒ NO ☐ Zoning District: A5 Deed restrictions: YES ☒ NO ☐Access to Property (easement, public road, private road): 617

The applicant requests a permit to locate the following use on the above-referenced property, as permitted by Section 6.3 of the Amelia County Zoning Ordinance.

Sawmill (stationary)

FOR OFFICE USE ONLY:Public Notice Dates: 5/4 & 5/11

Board of Supervisors Mtg Date: _____

Planning Commission Hearing Date: 5/22

Board of Supervisors Decision: _____

Planning Commission Recommendation: _____

Permit Signed by Applicant/Owner: _____

IMPROVEMENTS PROPOSED

Describe briefly the improvements proposed on the property. State whether new buildings are to be constructed, existing buildings are to be used and/or renovated or additions are to be made to existing buildings. Please include a plat, conceptual layout, and/or sketch plan demonstrating the proposed improvements.

I will be using the pole barn on the property to have my equipment under
I may eventually want to add a piece on to the pole barn.

PROTECTION TO ADJOINING PROPERTY

Describe the effects of the proposed use on adjacent properties and the surrounding neighborhood. What protection will be offered to adjoining property owners?

Not located adjacent to other residential structures

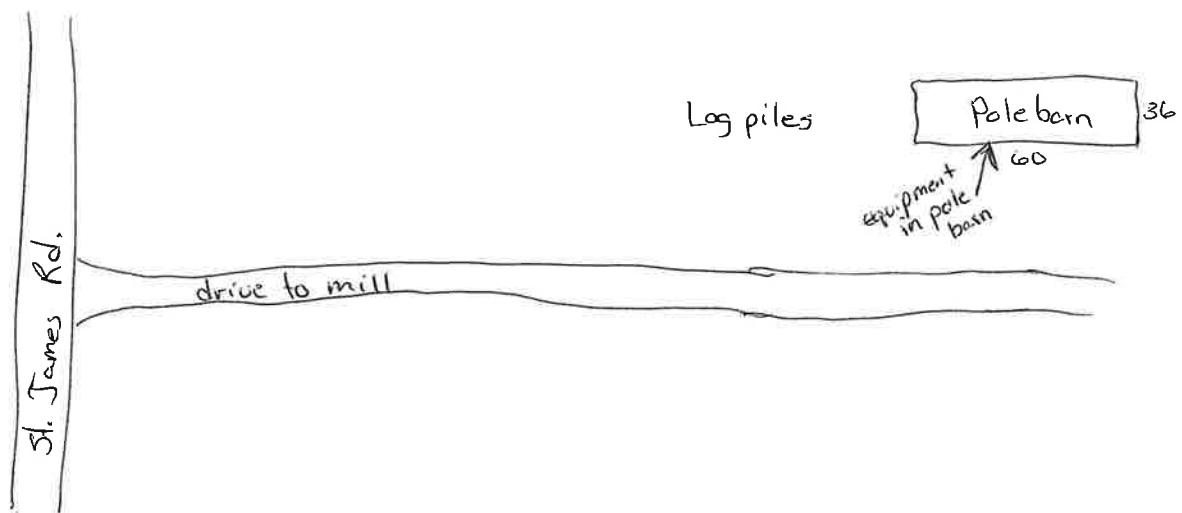
ENHANCEMENT OF COUNTY

How will this requested change be advantageous to the County?

Another business in the county

PLAN

Furnish a plan showing boundaries and dimensions of the property, width of abutting rights-of-way, location and size of buildings on the site, roadways, walks, off street parking and loading spaces, landscaping, etc. A conceptual layout of the proposed changes is also required.



STATE OF VIRGINIA
COUNTY OF AMELIA

to wit

I, Esteban J. Yoder, being duly sworn, depose and say that I am the Lessee/Owner of the property involved in the application. If I am not the Lessee/Owner, I will produce a copy of a contract to purchase the property or right to submit this application. I further declare that I have familiarized myself with respect to preparing and filing the application and that the foregoing statements and answers herein contained and the information on the attached sheets thoroughly and to the best of my ability present the argument on behalf of the applicant herewith requested and that the statements and information above referred to are in all respects true and correct to the best of my knowledge and belief.

Signed: Esteban J. Yoder

Subscribed to and sworn before me on this 14th day of April 20 23.



Maribeth A. Smith
Notary Public

8/31/2023
My Commission Expires

STATEMENT FOR VALIDITY OF INFORMATION

Every applicant shall sign the following document to substantiate the validity of submitted information.

STATE OF VIRGINIA
COUNTY OF AMELIA to wit

I, Esteban J. Yoder, being duly sworn, depose and say that I am the lessee/owner of the property involved in the application. If I am not the Lessee/Owner, I will produce a copy of a contract to purchase the property or I will present written certification contract To purchase the property or I will present written certification from the owner granting me the right to submit this application. I, declare that I have familiarized myself with the rules and regulations pertaining to preparing and filing this application. I further declare that the foregoing statements and answers provided throughout the various sections of this application are in all respects true and correct to the best of my knowledge and belief.

Signed: Esteban J. Yoder

Print Name: Esteban J. Yoder

Subscribed and sworn before me this 14th day of April, 20 23.

Maribeth A. Smith
Notary Public

8/31/2023
My Commission Expires



OWNERSHIP DISCLOSURE

Please list below the names and addresses of all owners or parties in interest of the land subject to this request:

NOTE: If this request is in the name of a corporation, artificial person, joint venture, trust, or other form of ownership, all officers, directors, and any stockholders owning ten percent or more of such stock must be listed.

NAME:

ADDRESS:

Esteban

Marla K Yoder

22900 St. James Rd Jetersville VA

I, Esteban Yoder, do hereby swear and affirm that to the best of my knowledge and belief, the above information is true and that I am the applicant for this request for parcel number(s) 28-3-1 of tax map number(s) _____ requesting a Special Exception Permit. If the information above changes at any time while this request is being considered, I will provide the County with an updated list.

Signature: Esteban Yoder

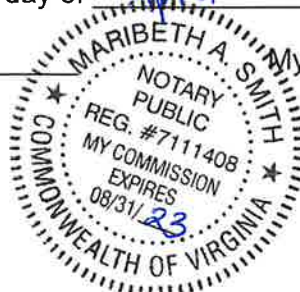
STATE OF VIRGINIA
COUNTY OF AMELIA

to wit

This day Esteban Yoder personally appeared before me, Maribeth Smith, a Notary Public in and for the County and State aforesaid, and swore or affirmed that the matters stated in the foregoing Ownership Disclosure are true to the best of his/her knowledge and belief.

Given under my hand this 14th day of April, 20 23.

Maribeth Smith
Notary Public



My Commission Expires: 8/31/2023

APPLICANT'S PERMISSION FOR INSPECTION OF PROPERTY

I, Evelyn J. York, hereby grant access to the Planning Director, Zoning Administrator, or assigns thereof, to enter my property during reasonable hours without prior notice to make inspections as deemed necessary for the evaluation of my application for

(Circle One) Special Exception Permit

Rezoning

Variance

Evelyn J. York
Applicant's Signature

4-14-2023
Date

Subscribed and sworn to before me this 14th day of April, 20 23.

Maribeth A. Smith
Notary Public

8/31/2023
Commission Expiration Date

7111408
Notary Registration Number



TAX RECEIPT

Ticket #:00001290001 @@

STEPHANIE GOUGH COLEMAN
TREASURER AMELIA COUNTY
P O BOX 730
AMELIA CH VA 23002

Date : 4/14/2023
Register: AW /APRILG0
Trans. #: 10628
Dept #: CACONU
Acct# :

CTY ADMIN SPECIAL EXCEPTION PERMIT
28-3-1
SPECIAL EXCEPTION

ESTEBON J YODER
22900 ST JAMES RD
JETERSVILLE, VA 23083

Previous Balance	\$.00
Principal Being Paid	\$	300.00
Penalty	\$.00
Interest	\$.00
Convenience Fee	\$.00
Amount Paid	\$	300.00
*Balance Due	\$.00

Cr Cd 300.00 # 3039

Pd by ESTEBON J YODER
BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 4/2023

PERSUANT TO SECTION 15.2-2204 OF THE CODE OF VIRGINIA, 1950, AS AMENDED, I HEREBY CERTIFY THAT A LETTER WAS MAILED TO EACH INDIVIDUAL LISTED ON THE SPECIAL EXCEPTION PERMIT APPLICATION, WHERE ADDRESSES WERE KNOWN, NOTIFYING THEM OF THE PUBLIC HEARING TO BE HELD ON MONDAY, MAY 22, 2023, AT 7:30 P.M. IN THE COUNTY ADMINISTRATION CONFERENCE ROOM RELATING TO THE REZONING REQUESTED FOR PROPERTY DESIGNATED AS LOT 1 OF SECTION 28-3 LOCATED AT 22900 ST. JAMES ROAD, JETERSVILLE, VA 23083.

BY: *Daniel B. Deal*

Brady Deal, Director of Community Development

Agreement to Provide Technical Assistance
For Review and Revision of the Current
Amelia County Comprehensive Plan
Between
Amelia County
And the
Commonwealth Regional Council

- I. PURPOSE: The purpose of this agreement is to set forth the terms and conditions whereby the Commonwealth Regional Council will provide technical assistance to Amelia County for the Review and Revision of noted sections of the Amended 2019 Amelia County Comprehensive Plan.
- II. PARTIES TO AGREEMENT: The parties to this agreement shall be the County of Amelia (the County) and the Commonwealth Regional Council (the CRC).
- II. DESCRIPTION OF PROJECT: The Code of Virginia, Section 15.2-2223, stipulates that all local government planning commissions shall prepare and recommend a comprehensive plan for the physical development of the territory within its jurisdiction. Furthermore, the Code of Virginia, Section 15.2-2230, stipulates that said comprehensive plan shall be reviewed at least once every five years to determine whether it is advisable to amend the plan. The County has reviewed the existing Comprehensive Plan and has determined it is advisable to update the current *Amelia County Comprehensive Plan (Adopted February 15, 2017, Amended 2019)*. The County has requested that the CRC provide technical assistance appropriate to update noted sections of the current Comprehensive Plan (see below).
- III. SCOPE OF SERVICES: The Commonwealth Regional Council (CRC) will provide the following services in support of efforts of the County to update the current Amelia County Comprehensive Plan to bring the Plan into compliance with state regulations requiring a review every five years. The CRC will provide the following review/revision updates:
 - The CRC will conduct three 3 meetings; one (1) kick-off meeting after completing the revisions to the Demographic Section with the Planning Commission and two (2) follow-up-meetings to present revisions of other sections.
 - The CRC will review the existing Comprehensive Plan Demographic section and will update the Demographic Section currently in the Plan only, including the following:
 - Population
 - Employment
 - Affordability
 - Spending & Leakage
 - The CRC will provide the updated Demographic section to County Staff who will present the updated section to the County Planning Commission. The CRC staff will not meet with the Planning Commission prior to revisions to the Demographic section, as this

activity is straight forward and does not require input. Any Planning Commission additions or revisions to the section will be provided to the CRC from the County staff. The CRC will make final revisions and provide them to the County Planning Commission prior to the CRC Kick-Off Meeting. The revised Demographic section will either be incorporated into the Amended County Comprehensive Plan (if digital copy of the Plan is provided to the CRC) or will be added as an Amendment to the Plan.

- The CRC staff will conduct a Kick-Off Meeting with the County Planning Commission Meeting to review the current Future Land Use Map and Goals/Objectives for input. (Meeting 1)
- The CRC will seek input on the revision of the Future Land Use Map with the County Planning Commission at the CRC Kick-Off Meeting. The revision of the map will include providing a GIS shapefile to the county for future use. The CRC will make revisions based upon the County Planning Commission's input. A revised Future Land Use Map will be provided by the CRC to the Planning Commission for final revisions (Meeting 2). Once final revisions are made, the new revised Future Land Use Map will be either incorporated into the Amended County Comprehensive Plan (if digital copy of the Plan is provided to the CRC) or will be added as an Amendment to the Plan.
- The CRC will review the Goals/Objectives section of the Amelia County Comprehensive Plan as stated earlier at the Kick-Off meeting to receive input for revisions. The CRC will present the revised section to the Planning Commission for review and comment (Meeting 3). The CRC will make final revisions of the Goals/Objectives section and provide this to County Staff to be presented to the County Planning Commission for final comment. Once finalized, the Goals/Objectives section will be either incorporated into the Amended County Comprehensive Plan (if digital copy of the Plan is provided to the CRC) or will be added as an Amendment to the Plan.
- The CRC will work with County Staff to obtain current Amelia County Comprehensive Plan documents to include: digital copy of current plan in order to make revisions, GIS Shapefiles that exist of the current Future Land Use Map, digitized tax parcel data and other pertinent data needed for the Review/Update of the current comprehensive plan scope of work activities.
- The CRC will provide an updated Amendment/Revision of the County's current Comprehensive Plan to County staff for distribution to the Planning Commission Members upon completion of the scope of work to be presented to the County Planning Commission for recommendation to the Board of Supervisors for adoption.
- Upon approval by the Amelia County Board of Supervisors, the CRC will issue six (6) updated final copies of the final Revised Comprehensive Plan document to the Amelia County Board of Supervisors. The CRC will also provide a digital copy of the Final

Revised Comprehensive Plan Update document on a flash drive to the County Administrator's office. All text will be in Microsoft Word and PDF.

IV. Amelia County Project Support:

- The County will designate county staff who will be available to attend Planning Commission working meetings for timely review and comment on draft documents. County staff will also be responsible for presenting the Demographic section once completed as well as the finalized Future Land Use Map and Goals/Objectives sections to the Planning Commission. The County staff will be responsible for passing on any further revisions to the CRC staff for completion.
- The Planning Commission may want to consider holding the working committee meetings prior to their regularly scheduled meetings to ensure participation and to not overburden the Planning Commission with additional meetings. The CRC will work with the County staff to develop a meeting schedule that will accommodate the Planning Commission members availability to meet regularly.
- The County will provide all relevant, available data in their files, including prior plans and studies, and any recent assessments relevant to the update of the Comprehensive Plan scope of work activities.
- The County will provide available GIS data (shape files and map products) needed for analysis and map revisions, including digital tax parcel data where available.
- The County will be responsible for notification of participants for meetings and distribution of material for review (material provided by the CRC). It is the intent of the CRC to provide digital copies of materials one week prior to all working committee meetings. Therefore, the County may provide email addresses to the CRC for the working committee participants to obtain digital copies of materials for working committee meetings. However, if hard copies are required to be distributed to the Committee, the County will be responsible for distributing hard copies provided prior to the working committee meetings.
- The County will be responsible for meeting logistics (room reservations, set-up, access to media projector & media screen, etc.)
- The County will be responsible for management of e-mail contacts and other notification lists that will be provided to the CRC of the working committee members and other contacts as necessary.

- The County will be responsible for coordinating website links and posts if necessary, as well as posting of advertisements of meetings and costs for publications.
- V. TERM OF PROJECT SCHEDULE: The CRC will commence work on the project in September 2023. The project is expected to take 6 months with final completion estimated to be February 2024 (assuming no delays). It is estimated that the CRC will meet with the Planning Commission three (3) times over the course of the project to review draft materials and other information relating to the project. The CRC will be flexible to take into consideration the scheduling constraints of the Planning Commission, and the County Board of Supervisors as well as other delays that sometimes occur during this process.
- VI. COMPENSATION: In consideration of the technical services provided, the County shall compensate the CRC an amount not to exceed six thousand dollars (\$6,000). The CRC will invoice the County at the completion of the Revised Plan.
- VII. AMENDMENTS: This document represents the agreement between Amelia County and the Commonwealth Regional Council in its entirety. This agreement may be amended only in writing and executed by all parties.

CERTIFICATIONS

COMMONWEALTH REGIONAL COUNCIL

Authorized Signature:

Melody Foster, Executive Director

Date

AMELIA COUNTY

Authorized Signature:

Taylor Harvie, County Administrator

Date