



# Powhatan County Planning Commission

## Agenda: Regular & Annual Organizational Meeting

Tuesday, February 3, 2026, 6 p.m.  
Powhatan Village Building Auditorium  
3910 Old Buckingham Road

### MEETING PROCEDURE AND PUBLIC PARTICIPATION

All Planning Commission meetings are open to the public and interested persons may participate on the day and time specified above. The meeting may be watched live at [powhatanva.gov/432/Live-Stream-of-Powhatan-County-Meetings](https://powhatanva.gov/432/Live-Stream-of-Powhatan-County-Meetings).

**1. Call to Order**

Craig Hughes

**2. Invocation**

Bobby Hall

**3. Adoption of Agenda**

Request to postpone action, amend, or approve Agenda as presented

**4. Annual Organizational Meeting**

- a. Elect Planning Commission Chair and Vice-Chair for one-year terms
- b. Adopt Planning Commission 2026-2027 Regular Meeting Schedule
- c. Adopt Planning Commission Rules of Order
- d. Acknowledge Code of Ethics for Board of Supervisors' Appointees

**5. Administrative Items**

- a. Minutes from January 6, 2026, Regular Meeting
- b. 2025 Annual Report to the Planning Commission

## 6. Public Comment Period

At this time, the Planning Commission will hear citizen comments on matters not scheduled for a public hearing that involve the services, policies, and affairs of Powhatan County government related to planning or land use issues. Individuals addressing the Commission shall only do so at the lectern when recognized by the Chair and shall **direct their comments only to the Commission, not to individuals, the audience, or the applicants**. Public comments are limited to three (3) minutes each. Successive speakers should address different issues and not be repetitive.

## 7. Pattern Book Review

- a. **26-01-PB – Powhatan Youth Wrestling** (District 2/Powhatan Station). A Pattern Book review request pursuant to the requirements of Powhatan County Code Chapter 83 (Zoning Ordinance) Section 83-477 (f) (2), for a 12,619 square foot recreational facility located on the south side of Anderson Highway (Tax Map 41-51). The property is zoned Commerce Center (CC).

## 8. Public Hearings

- a. **District 4 - Case # 25-18-CUP** Application by Super Structures GC, Inc. requesting a conditional use permit (CUP) for automotive repair and servicing and vehicle sales on 2.0 acres at 4601 Anderson Highway (Rt. 60) on Tax Map No. 25-18C. The property is zoned General Commercial (C) and contains the “Hi and Buy” convenience store. The CUP is required by County Zoning Ordinance Sec. 83-382. The Comprehensive Plan Future Land Use Map designates this area as Bell Crossroads.

## 9. Adjourn – Next Workshop Meeting: Wednesday, February 11, 2026 (3 p.m.)

Next Regular Meeting: Tuesday, March 3, 2026 (6 p.m.)



## **Agenda Item 4. b.**

**January 21, 2026**

**To: Planning Commission**

**From: Ligon Webb, Planning Director**

**RE: 2026-2027 Planning Commission Meeting Schedule**

Below is the proposed regular meeting schedule for the 2026-2027 Planning Commission. Meetings will be held at 6:00 p.m. in the Village Building Auditorium located at 3910 Old Buckingham Road on the first Tuesday of each month, except as noted (\*). Work session meetings may be scheduled as needed. Per state law and the Commission's Rules of Procedure, in the event of inclement weather, regular meetings may be rescheduled to the same time on the following Tuesday or other earliest convenient date announced in advance without readvertisement of the scheduled public hearings.

### **2026-2027 Meeting Dates**

Tuesday, March 3, 2026, 6 p.m.

Tuesday, April 7, 2026, 6 p.m.

Tuesday, May 5, 2026, 6 p.m.

Tuesday, June 2, 2026, 6 p.m.

Tuesday, July 7, 2026, 6 p.m.

Tuesday, August 4, 2026, 6 p.m.

Tuesday, September 1, 2026, 6 p.m.

Tuesday, October 6, 2026, 6 p.m.

Wednesday, November 4, 2026, 6 p.m.\*

Tuesday, December 1, 2026, 6 p.m.

Tuesday, January 5, 2027, 6 p.m.

Tuesday, February 2, 2027, 6 p.m.



Powhatan County

**PLANNING COMMISSION  
RULES OF ORDER  
2026 - 2027**

**I. GENERAL RULES**

1. The Commission's parliamentary procedures shall conform with law and with the historical practices of the Commission. Any questions involving interpretation or application of these Rules of Order shall be addressed to the County Attorney who shall be the designated Parliamentarian representing the Commission.
2. The Chair and Vice Chair shall be elected at the annual organizational meeting generally held in February of each calendar year to serve a one-year term with re-election permitted. The Chair shall be responsible for conducting the meetings and shall rule on the interpretation of the Rules of Order. The Vice Chair shall preside in the absence of the Chair.
3. The Planning Director or a designee of the Commission shall be the Secretary.

**II. MEETINGS**

1. Regular meetings of the Commission shall be held on the first Tuesday of each month in the Village Building Auditorium located at 3910 Old Buckingham Road (or other location as designated in advance by the Commission or Planning Director). If such meeting falls on any legal holiday, then it shall be held on another day designated by the Commission.
2. The time for regular meetings shall be 6:00 p.m. unless otherwise directed by the Commission. Public hearings shall be advertised for 6:00 p.m. If a majority of the Commission fails to attend within ~~half an hour~~ **15 minutes** after the time appointed for any meeting, the Secretary shall enter into the minute book the names of the members present and note the adjournment for want of a quorum.
3. Meetings shall not extend beyond 10:00 p.m. unless extended by motion of the Commission.
4. If the Chair, or Vice-Chair if the Chair is unable to act, finds and declares that the weather or other conditions are such that it is hazardous for Commission members and the public to attend a regular meeting, the meeting shall be postponed for a period of one week to the same time or other earliest date advertised in advance; however, if the postponement date would be a County holiday or the day before a County holiday, then the meeting shall be postponed to two days after the County holiday. Commission members and the media will be notified as promptly as possible, and notice will be posted on the front doors of the Commission's meeting place. All hearings and other matters previously advertised will be conducted at the continued meeting, and no further advertisement or notice is required.

5. Special meetings of the Commission and Commission work sessions to discuss planning and land use issues may be called on an as-needed basis and shall be held in the Village Building Conference Room located at 3910 Old Buckingham Road, Powhatan, (or at another location as designated in advance by the Commission or Planning Director). All parties having requested notification of meetings pursuant to the Virginia Freedom of Information Act shall be notified of any special meeting or work session.

### **III. QUORUM, MOTIONS & VOTING**

1. A quorum of the Commission shall consist of three of the five Commission members. A quorum must be present at all meetings to transact any official business and, unless otherwise required by law or these Rules of Order, no action of the Commission is valid unless authorized by a majority vote of those present and voting. An abstention, although not a vote in favor or against the motion, shall be counted as a vote for the purpose of determining a quorum. Provided, however, if a Commissioner is disqualified in accordance with the State and Local Government Conflict of Interests Act, Va. Code §§ 2.2-3100 et seq., and this results in less than the number required by law to act, the remaining member or members shall have authority to act for the Commission by majority vote, unless a unanimous vote of all members is required by law, in which case authority to act shall require a unanimous vote of the remaining members.
2. If a quorum is not present at any meeting, items on the agenda requiring action shall be moved to the agenda of the next regular meeting of the Commission or to the agenda of a special meeting of the Commission, if one is called for that purpose.
3. When a motion is under debate, no additional motions may be made except a motion to withdraw, defer, substitute, or to amend. If the maker of a motion and the member seconding the motion agree, a motion may be amended or withdrawn. Such motions shall take precedence in the order listed above. Only one substitute motion shall be in order for a principal motion. All motions to defer an item shall be to a date certain.
4. A tie vote on any motion means the defeat of the motion for a lack of a majority vote. When a tie vote occurs and no other motion is passed on an item for which a decision is required by law, the item shall (i) be carried over to the next regularly scheduled meeting or (ii) to a time, date and place specified by a majority vote of the Commission, or (iii) disposed of as required by law. If the item cannot be carried over due to a statutory time limit, and the item requires Board action, the item will be forwarded to the Board with a report of the tie vote.
5. Any vote by a member of the Commission is final once cast. Commission decisions are final once made. No ordinance, resolution or motion previously voted on by the Commission shall be brought forward for reconsideration during the same meeting of the Commission.

### **IV. CONDUCT OF MEETINGS**

1. Members shall address only the Chair or address each other through the Chair. A member must be recognized by the Chair before proceeding. Upon being recognized, a member shall not be interrupted during the time allowed, except when a point of order is called or upon being requested to yield the floor by another member.
2. The applicant or their agent should sit in the front rows nearest the lectern in order to be available to discuss/answer questions concerning their application.
3. Individuals interested in addressing the Commission shall only do so at the lectern for their comments to be recorded as part of the record of the meeting, and shall only address the Commission, not the audience, the applicants, or staff. Comments of each individual shall be limited to three minutes unless additional time is granted by the Chair. If additional time is granted for one, it shall be granted for all.
4. Neighborhoods should select a spokesperson to present their comments. The spokesperson should ask all persons supporting his or her comments to stand in lieu of repetitive comments. Spokespersons may speak for up to five minutes provided at least three other members of their group is present at the meeting and no other member of the group speaks.
5. Successive speakers for either the proponents or the opponents should address different issues and should not be repetitive.
6. When conducting public hearings, the order outlined below may be observed. The Chair may alter the procedure and time limits as needed to assure that public hearings are conducted in an orderly, fair, and expeditious manner.
  - Brief description and presentation of issue by County staff or other appropriate persons, and County staff analysis or recommendation
  - Presentation by the applicant or applicant's representative of up to 10 minutes
  - Comments by proponents and opponents, typically limited to 3 minutes per person, which may not include any presentations (video, audio, slides)
  - Rebuttal remarks by applicant or applicant's representative of up to 3 minutes
  - Commission discussion, questions, and action by the Commission

## **V. AGENDAS**

1. The following is the standard regular meeting agenda:
  - a. Call to Order (6:00 p.m.)
  - b. Invocation
  - c. Administrative Items (including Agenda Amendments and Adoption of Minutes)
  - d. Public Comment Period
  - e. Consideration of Development Design Pattern Books
  - f. Public Hearings for Rezonings and Conditional Use Permits

- g. Public Hearings for Ordinance Amendments
  - h. Commission Matters and Miscellaneous
2. Matters may be placed on the Agenda by motion of the Commission, by notification to the Secretary by any member of the Commission, or by the Planning Director.
- a. Matters submitted within the prescribed filing deadline are automatically added to the agenda in order of date/time of application, provided the application has been deemed complete by the Planning Director. Administrative matters not required to be filed by the prescribed filing deadline, but which are requested to be placed on the Commission agenda, may be accepted for placement until the submission date of publication of advertisement for Commission public hearings. After this date, matters can only be placed on the agenda with the consent of the Chair.
  - b. The Planning Director shall have the authority to delay the placement of an item on the Commission agenda if:
    - 1. The application is not, in the opinion of the Planning Director, complete; or
    - 2. In the case of Applicant-initiated deferral requests as follows:
      - a. For first submissions (those that have not previously been reviewed by the Planning Commission):
        - i. If the deferral request is made by the Applicant prior to the first Public Hearing advertisement, the Planning Director has the authority to place the case on a subsequent meeting agenda.
        - ii. If the deferral request is made by the Applicant after the first Public Hearing advertisement, the deferral request must be approved or denied by the Planning Commission.
      - b. For cases that have been previously reviewed by the Commission and have either been deferred by the Commission or remanded to the Commission from the Board of Supervisors, all deferral requests must be approved or denied by the Planning Commission.
    - 3. Agenda and information to be discussed shall be distributed to each member approximately one week prior to the meeting.

## **VI. COURTESY**

Those persons coming before the Commission shall be extended every courtesy by members of the Commission. Visitors at Commission meetings will be asked to extend the same courtesy. The Chair shall determine when the proper courtesies are not being demonstrated.

## **VII. AMENDMENT**

1. With the exception of statutory requirements, the Commission may suspend the application of any of its Rules of Order by a unanimous vote of all the members present at the time.
2. These Rules of Order may be amended by a majority vote at any meeting of the Commission after not less than twenty-four (24) hours prior notice has been given to all members of the Commission and a copy of the proposed amendment sent with the notice. Alternatively, the Rules of Order may be amended without such prior notice upon the unanimous vote of all five members of the Commission.
3. Only Commission members have standing to raise noncompliance with these Rules, and only at the time of the alleged violation. Failure of the Commission to comply with these Rules does not invalidate any action taken by the Commission. Procedural issues not covered by these Rules may be guided, first, by the Commission's historical practice, then by the determination of the parliamentarian which will be generally based on the latest edition of Robert's Rules of Order. The failure, however, of the Commission to comply with Robert's Rules of Order shall not invalidate any action taken by the Commission.

**END OF DOCUMENT**



January 2026

**BOARD OF SUPERVISORS  
Powhatan County, Virginia**

Powhatan County

**CODE OF ETHICS**

**Preamble**

The citizens and businesses of Powhatan County, Virginia, are entitled to have fair, ethical, and accountable local government, which has earned the public's full confidence for integrity. The effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial, and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Powhatan County Board of Supervisors has adopted this Code of Ethics for members of the Board and of the County's boards, commissions, and committees, to assure public confidence in the integrity of local government and its effective and fair operation.

**1. Act in the Public Interest**

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Powhatan County and not for any private or personal interest, and they will assure fair and equitable treatment of all persons, claims, and transactions coming before the Powhatan County Board of Supervisors, boards, commissions, and committees.

**2. Comply with the Law**

Members shall comply with the laws of the nation, the Commonwealth of Virginia, and the County of Powhatan in the performance of their public duties. These laws include but are not limited to: the United States and Virginia constitutions; the Code of the County of Powhatan; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and County ordinances and policies.

**3. Conduct of Members**

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other members of the Board of Supervisors, boards, commissions, and committees, the staff or public.

**4. Respect for Process**

Members shall perform their duties in accordance with the processes and rules of order established by the Board of Supervisors and boards, committees, and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Board of Supervisors by County staff.

**5. Conduct of Public Meetings**

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

**6. Decisions Based on Merit**

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

**7. Communication**

Members shall publicly share substantive information that is relevant to a matter under consideration by the Board of Supervisors or boards, committees, and commissions, which they may have received from sources outside of the public decision-making process.

**8. Conflict of Interest**

To assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest and shall disclose any substantial organizational responsibility or personal or business relationship to the parties in any matter coming before them. This paragraph is not intended to unduly restrict members who have minor business or professional dealings with clients whose matters come before them.

In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts exist.

**9. Gifts and Favors**

A member should never accept for himself or herself or for family members, favors or benefits under circumstances which might reasonably be construed as influencing the performance of governmental duties. In accordance with the law, properly received and reported political contributions do not constitute such gifts, favors, or benefits.

**10. Confidential Information**

Members shall respect the confidentiality of information concerning the property, personnel, or affairs of the County. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, or other private interests.

**11. Use of Public Resources**

Members shall not use public resources that are not available to the public in general, such as County staff time, equipment, supplies or facilities, for private gain or personal purposes.

**12. Representation of Private Interests**

In keeping with their role as stewards of the public interest, members of the Board shall not appear on behalf of the private interests of third parties before the Board of Supervisors or any board, committee, commission, or proceeding of the County, nor shall members of boards, committees, or commissions appear before their own bodies or before the Board of Supervisors on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

**13. Advocacy**

Members shall represent the official policies or positions of the Board of Supervisors, boards, commissions, or committees to the best of their ability when designated as delegates for this purpose. When representing their individual opinions and positions, members shall explicitly state they do not represent their body or Powhatan County, nor will they allow the inference that they do.

**14. Policy Role of Members**

The Board of Supervisors determines the policies of the County with the advice, information, and analysis provided by the public, boards, commissions, and committees, and County staff. The Board of Supervisors delegates authority for the administration of the County to the County Administrator.

Members, therefore, shall not interfere with the administrative functions of the County or the professional duties of County staff; nor shall they impair the ability of staff to implement Board policy decisions. Inquiries to staff shall be made through the County Administrator or the appropriate department manager or director.

**15. Independence of Boards and Commissions**

Because of the value of the independent advice of boards, committees, and commissions to the public decision-making process, members of the Board of Supervisors shall refrain from using their positions to unduly influence the deliberations or outcomes of board, committee, or commission proceedings.

## **16. Positive Workplace Environment**

Members shall support the maintenance of a positive and constructive workplace environment for County employees and for citizens and businesses dealing with the County. Members shall recognize their special role in dealings with County employees and in no way create the perception of inappropriate direction to staff.

## **17. Implementation**

As an expression of the standards of conduct for members expected by the County, the Powhatan County Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for the Board of Supervisors, applicants to boards, committees, commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they have read and understood the Powhatan County Code of Ethics. In addition, the Board of Supervisors, boards, committees, and commissions, shall annually review the Code of Ethics and the Board of Supervisors shall consider recommendations from boards, committees, and commissions to update it as necessary.

## **18. Compliance and Enforcement**

The Powhatan County Code of Ethics expresses standards of ethical conduct expected of members of the Powhatan County Board of Supervisors, boards, committees, and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards, committees, and commissions and the Chair of the Board of Supervisors have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention.

The Board of Supervisors may impose sanctions on members whose conduct does not comply with the County's ethical standards, such as public or private reprimand, formal censure, loss of seniority or committee assignment, or budget restriction. Where allowed by law, the Board of Supervisors also may remove members of Board-appointed boards, committees, and commissions from office.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Board of Supervisors, board, committee, or commission decision, nor provide a basis for any private right of action.

**MODEL OF EXCELLENCE  
POWHATAN COUNTY BOARD OF SUPERVISORS,  
BOARDS, COMMITTEES, AND COMMISSIONS  
MEMBER STATEMENT**

As a member of the Powhatan County Board of Supervisors, or of a Powhatan County board, committee, or commission, I agree to uphold the Code of Ethics for elected and appointed officials adopted by the County and conduct myself by the following model of excellence. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives, and contributions;
- Help create an atmosphere of respect and civility where individual members, County staff, and the public are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness, and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct which is divisive or harmful to the best interests of Powhatan County;
- Treat all people with whom I interact in the manner I wish to be treated.

I affirm that I have read and understand the Powhatan County Code of Ethics.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Office(s) held: \_\_\_\_\_



*POWHATAN COUNTY PLANNING COMMISSION MINUTES*

*Regular Meeting*

*January 6, 2026*

**AT A REGULAR MEETING OF THE PLANNING COMMISSION HELD IN THE VILLAGE BUILDING AUDITORIUM, AT 3910 OLD BUCKINGHAM ROAD IN POWHATAN COUNTY, VIRGINIA, ON JANUARY 6<sup>th</sup>, 2026 AT 6:00 PM**

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**Planning Commissioners Present:** Bobby Hall, District 1 (Vice Chair)  
Darlene Bowlin, District 2  
Jessica Winall, District 3  
Kenneth Hatcher II, District 5

**Planning Commissioners Absent:** Craig Hughes, District 4 (Chair)

**County Staff Present:** Ligon Webb, Planning Director  
Brian Haney, Deputy County Administrator  
Kalli Jackson, County Attorney  
Charity Gold, Principal Planner  
Sean Clendening, Planner II

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**1. Call to Order**

Vice Chair Hall called the meeting to order and noted that Mr. Hughes would not be present.

**2. Invocation**

Vice Chair Hall led the invocation.

**3. Adoption of Agenda**

Mr. Hatcher motioned to approve the agenda as presented.

Mrs. Winall seconded the motion.

Mr. Hatcher, Mrs. Bowlin, Mrs. Winall, and Vice Chair Hall all vote AYE.

**MOTION PASSED**

**4-0**

**4. Administrative Items**

**a. Minutes from November 19, 2025, workshop meeting**

Mrs. Winall stated that on page four where it stated “Mr. Hall expressed concern for the design area” that it was actually Mr. Hatcher who made those comments; Mr. Hatcher agreed.

**b. Minutes from December 2, 2025, regular meeting**

No comments.



c. **Minutes from December 10, 2025, workshop meeting**

Mrs. Winall clarified that Charity Gold was not present at the December 10th, 2025 workshop meeting.

Mr. Hatcher motioned to approve the meeting minutes as amended.

Mrs. Bowlin seconded the motion.

Mr. Hatcher, Mrs. Bowlin, Mrs. Winall, and Vice Chair Hall all vote AYE.

**MOTION PASSED**

**4-0**

5. **Public Comment Period**

Vice-Chair Hall opened the public comment period. Seeing no one who wished to speak, he closed the public comment period.

6. **Public Hearings**

- a. **25-20-REZ-C: Berk and ALP LLC (District 2/Powhatan Station) request to conditionally rezone a 7.19-acre portion of a 9.97-acre property from Commerce Center (CC) and General Commercial (C) to Light Industrial (I-1), with proffered conditions, on Tax Map Parcels 43-34 and 43-34A located at 1375 and 1377 Anderson Highway. The 2021 Comprehensive Plan Future Land Use Map designates the property as Industrial, and within the Route 60 Corridor East Special Area Plan.**

Mr. Webb presented 25-20-REZ-C displaying several aerial and other photos of the properties and existing entrance. He showed a color-coded zoning map of the parcels showing the front zoned as Commerce Center and the back zoned as General Commercial. He showed the comprehensive plan's future land use map that identifies the parcels as Gateway Business. He showed concept plans and surveys of the proposed zoning and layout plan for the parcels and explained the proposed lot and zoning reconfiguration for the approximately 9.9-acre site. He noted that the front portion of the property, currently zoned Commerce Center, would be adjusted to create Parcel One, consisting of about 2.79 acres. He stated that Parcel Two in the middle, about 3.3 acres, would be zoned Light Industrial and proposed for self-storage use. He said Parcel Three in the rear, about 3.8



acres, was also proposed for Light Industrial zoning, with a potential warehouse use. He emphasized that the depicted building layouts were illustrative only and not representative of a final design. Overall, he stated that the proposal would reconfigure the existing parcels into three lots and adjust zoning boundaries accordingly.

Mr. Webb reviewed the concept plan with the proposed buffering, He noted that the development would share the existing entrance located on the adjacent property to the east, identified as the Classic Granite & Marble site.

Mr. Webb reviewed the applicant's seven proffers, stating that the property would be developed and reconfigured in accordance with the conceptual layout plan, with a boundary line adjustment completed prior to site plan approval. He noted that existing buildings would be demolished following approval of land disturbance permits. He explained that access to the site would be limited to the existing entrance from the adjacent Classic Granite & Marble property, and that the applicant would dedicate required right-of-way and a public access easement along Anderson Highway for future pedestrian and bicycle improvements. He added that loading and service areas would be screened from adjacent streets. Mr. Webb concluded by noting that Parcel Two would be restricted to self-storage use, while Parcel Three would allow a limited range of light industrial and warehouse-related uses.

Mr. Webb addressed traffic and transportation, explaining that the property fronts Anderson Highway, which is a principal arterial intended to handle higher traffic volumes. He noted that access would remain through the existing shared right-in/right-out entrance, which includes turn and acceleration lanes. He stated that self-storage and warehouse uses generate relatively few vehicle trips, with self-storage being among the lowest-impact commercial and industrial uses. He added that the Commercial Center parcel bordering Anderson Highway would likely account for most daily traffic, as shown in the applicant's traffic memo. He stated that any future site plan would be reviewed by VDOT, and access changes could be addressed if needed.

*POWHATAN COUNTY PLANNING COMMISSION MINUTES*

*Regular Meeting*

*January 6, 2026*



Mr. Webb stated the proposal is consistent with the County's Comprehensive Plan and economic development goals. He noted that redeveloping the site and removing existing buildings would improve the property and that the proposed light industrial and commercial uses are compatible with nearby development, including the adjacent Classic Granite & Marble property. He acknowledged that traffic would increase but stated he did not identify any major negative impacts. He concluded by stating that staff recommends approval of the rezoning request, subject to the proposed conditions.

Mrs. Winall questioned whether rezoning cases require neighborhood meetings.

Mr. Webb responded that a neighborhood meeting was held around September or October.

William Felts of Landtech Resources, a Civil Engineer, stepped forward to speak.

Mr. Phelps stated that elevations had been submitted for the proposed self-storage building and that the architecture is intended to match the existing granite warehouse on the adjacent property.

Tony Kilic, President of Classic Granite and Marble and the site to be rezoned, added that the property serves as a gateway into the County and emphasized that the proposed development would reflect positively on Powhatan. Mr. Kilic described the existing structures on the site as an eyesore and stated that these would be demolished and replaced with higher-quality development. He expressed that the project would improve the appearance of the area for those entering the County.

Mr. Phelps noted that a community meeting was held, but no members of the public attended, aside from one individual who contacted him afterward because they were unable to be present.

Vice-Chair Hall opened the public hearing.

[Carl Schwendeman 1727 Teresa Lane](#) suggested that the County require construction of a sidewalk or paved multi-use trail along Route 60 as part of the project, rather than only dedicating land for future use. He stated that building the trail now, set back from traffic within the existing utility easements, would be

*POWHATAN COUNTY PLANNING COMMISSION MINUTES*

*Regular Meeting*

*January 6, 2026*



more cost-effective for both taxpayers and the developer and would avoid the need for future reconstruction. He also asked whether the existing house on the property is historic, noting that if it dates to the 1700s it should be preserved and reused, potentially as an office, otherwise it can be demolished.

Billy Raynes, an adjoining property owner to the rear of the site, addressed the Commission with concerns related to buffering and enforcement. He referenced past development activity in the area, including construction associated with a previous project, during which utilities, fencing, and buffer areas were affected behind his property. He stated that, at the time, he was informed that little could be done after the fact and noted that he was not raising the issue to dispute past decisions. Mr. Raynes asked the Planning Commission to clarify the County's responsibility to neighboring landowners, specifically how required buffers and site conditions are monitored and enforced over time, and whom residents should contact if violations occur.

Mr. Webb responded that when a site plan is submitted, it must show the required buffers, which the County would review and verify in the field. He added that if there is a violation, it would be addressed through the County's code enforcement process.

Vice Chair Hall closed the public comment period

Mrs. Winall questioned whether the structure is historical, noting that it is recorded as being built in 1776 in the County's GIS, and if that can be verified.

Mr. Hatcher said that he believes the 1776 year is misinformation.

The applicant stated that the building appears to be about 100 years old or less based on the block foundation.

Mrs. Bowlin stated that this information can be verified using tax records.

Mrs. Winall questioned the nature of the lot reconfiguration, asking whether it was primarily a boundary line adjustment. She referenced the existing parcels and the changes that would result from the reconfiguration and expressed her understanding that the adjustment would alter parcel boundaries while leaving some zoning unchanged. Mrs. Winall clarified that one portion would change



from General Commercial to Light Industrial zoning while another portion would remain in Commerce Center, resulting in a split-zoned front parcel.

Ms. Jackson explained that the request is for a full rezoning of the rear parcel and a partial rezoning of the front parcel, covering roughly seven of the nine acres in the rezoning. It was noted that although GIS currently shows two parcels and two Tax Map numbers, past divisions and a current survey would indicate three, and that issue would be addressed later through resubdivision and/or boundary line adjustments as needed to create the three new parcels as shown on the concept plan. She noted the split zoning was permissible with the survey that had been provided. She acknowledged that the situation was somewhat complicated, but that there was a clear understanding of the current conditions, the intended outcome, and the steps needed in between to reach that outcome.

Mrs. Bowlin responded to the public speaker's concerns about the buffer, stating that policing would likely fall on residents. She explained that if encroachment into the buffer were observed, it could be reported, and the county would have the authority to require restoration.

Mrs. Bowlin motioned to approve the resolution.

Mrs. Winall seconded the motion.

Vice Chair Hall, Mrs. Bowlin, Mrs. Winall, and Mr. Hatcher all vote AYE

#### **MOTION PASSED**

**4-0**

**b. 25-21-REZ: Lighthouse Learning Academy (District 1/Flat Rock) request to rezone 2.1 acres from Light Industrial (I-1) to Commerce Center (CC) on Tax Map Parcel 42E-1-8 located on the south side of Carter Gallier Boulevard approximately 540 feet west of its intersection with Southcreek One. The 2021 Comprehensive Plan Future Land Use Map designates the property as Gateway Business, and within the Route 60 Corridor East Special Area Plan.**



Mr. Clendening provided a presentation on Case 25-21-REZ, explaining that the request involved rezoning a 2.1-acre parcel in the South Creek area from Light Industrial to Commerce Center. He displayed an aerial view photo and zoning map of the parcel and described the property as a mostly wooded lot surrounded by parcels with a mix of industrial, commercial, agricultural, and commerce center zoning, noting that nearby sites had recently been rezoned and were beginning to develop. He explained that the parcel was previously part of a larger rezoning in 2024 and that most prior proffer-related infrastructure requirements had already been satisfied. The current rezoning request was made by Lighthouse Learning Academy, which intends to use the site for a private school. Mr. Clendening outlined the proposed concept, which includes a 12,000-square-foot school building with potential future expansion, serving approximately 60 students initially and up to 90 students at full buildout, operating weekday school hours. He noted site constraints such as wetlands, intermittent streams, and required buffers. He stated that the future land use map designates the site as Gateway Business, which allows institutional uses such as schools, and concluded that the rezoning request is consistent with the comprehensive plan. Based on this analysis, staff recommended approval of the application.

Mr. Hatcher questioned whether the site could adequately accommodate parking and traffic associated with the proposed school. He noted that he had spoken with the planning director about parking concerns and pointed out that student drop-off and pick-up would create periods of increased traffic. He also expressed concern about future expansion and stated that, without a clear depiction of the building layout, it was difficult to visualize how all of the proposed elements would fit on the two-acre site.

Mrs. Winall asked whether a 200-foot building setback shown on a previous plat for the site was still applicable. She questioned if the setback remained in effect or if it had been associated with prior proffers referenced in the application.

Mr. Clendening responded that the requirement was not carried over.



Mr. Lane Hargroder, a civil engineer with MSA representing the applicant, addressed concerns about drop-off and the building setback. He explained that student drop-off would be staggered by grade in 15–20 minute increments, so all 60–90 students would not arrive or leave at the same time, helping to manage traffic flow. Regarding the 200-foot building setback, he clarified that it originated from previous proffers tied to an adjacent tract (the Shirley Brown property) and in his opinion this was not really relevant to the current site. He noted that the new plan supersedes the prior proffer, and even under the original conditions, the 200-foot setback would have extended only a short distance. He added that the site will maintain a minimum 50-foot buffer from the natural channel and wetlands at the rear. Mr. Hargroder offered to answer any further questions from the commission.

Mr. Webb stated that 30-40 onsite parking spots is a reasonable expectation for this development.

Mr. Hargroder concurred with Mr. Webb's estimate.

Vice Chair Hall opened the public comment period.

[Carl Shwendeman 1727 Teresa Lane](#) suggested that the developer be required to construct a five-foot sidewalk along Carter Gallier Road within the property's frontage set back from the curb. He noted that the area is becoming increasingly dense, and that sidewalks may be needed in the future as development and traffic increase. He expressed concern that parents might park at nearby businesses and walk children to the school, which could create safety issues without proper pedestrian infrastructure. He concluded that installing the sidewalk now would be more practical and cost-effective than adding it to the area in the future.

Vice Chair Hall closed the public comment period and asked if commissioners had any questions.

Mrs. Bowlin expressed concern about the size and layout of the proposed development. She noted that it was difficult to envision a 12,000-square-foot building, along with 30 to 40 parking spaces, fitting on a two-acre site, especially when compared to a similarly sized building at Powhatan Station that occupies a



larger parcel. She also pointed out the potential future addition of another 6,000 square feet and stated that, while she could see the footprint on the plan, it remained challenging to picture how everything would fit on the site.

Vice Chair Hall stated that he shared similar concerns about parking and traffic flow, particularly how vehicles would be routed on and off the site. He noted that the development would largely fill the lot but said that the proposed staggered scheduling approach helped address and alleviate his concerns regarding those issues.

Ms. Jackson stated that the commission was only considering the zoning request at that time. She noted that the applicant would still need to meet all site plan requirements, including fire and rescue access, and emphasized that any layout issues would be addressed later in the site plan review process.

Mr. Webb stated that the parking requirements will later be determined as well, but noted that a good estimate of the total number of parking spaces is known.

Mr. Hatcher noted that typically comments from departments such as health and fire are included in the review packet and questioned why no such comments appeared to be provided in this case.

Mrs. Winall responded that comments had been received, noting that all buildings would be required to be accessible to fire department apparatus by an access roadway with an all-weather driving surface at least 20 feet wide from the edge of pavement. She added that since there isn't a proper site plan, the agencies and departments don't yet have anything to visually review.

Vice Chair Hall motioned to approve 25-21-REZ.

Mrs. Bowlin seconded the motion.

Vice Chair Hall, Mrs. Bowlin, Mrs. Winall, and Mr. Hatcher all voted AYE

**MOTION PASSED**

**4-0**



- b. **c. 25-22-CUP: Crown Castle Towers 06-2 LLC (District 1/Manakin) request for a conditional use permit (CUP) for a 295-foot telecommunications tower on 13.1 acres, Tax Map 32-38A, located at 2410 Hancroft Drive. The property is zoned Agricultural 10 (A-10) and the CUP is required by Zoning Ordinance Sec. 83-162. The application includes a request to modify the tower height and setback requirements from property lines and existing residential dwellings, as permitted under Zoning Ordinance Sec. 83-432 (d)(1)(a)(7)(iii). The 2021 Comprehensive Plan Future Land Use Map designates the property as Rural Areas.**

Mr. Webb presented Case 25-22-CUP, explaining that the applicant was requesting a conditional use permit for a 295-foot telecommunications tower on 13.1 acres at 2410 Hancroft Drive. He noted that the property is zoned Agriculture A10 and that the request includes modifications to tower height and setback requirements. He reported that the applicant had submitted a deferral request to the March 3, 2026, Planning Commission meeting to allow for an independent third-party review of the fall zone analysis at the applicant's expense. Mr. Webb provided an overview of the current zoning and surrounding parcels, showing agriculture, residential, and other land uses, and explained the site's access via Hancroft Drive and Venita Road.

Mr. Webb reviewed the proposed tower location and compound plan, noting areas leased for carrier equipment and describing the lattice tower with a 4-foot lightning rod. He explained that the Planning Commission can approve modifications to height and setback requirements through the conditional use permit process based on site-specific conditions.

Mr. Webb outlined the required setbacks from property lines and existing dwellings, noting that the tower would meet some setbacks but not others. He referenced the engineer's documentation, which indicated that in the unlikely event of a total separation, the fall radius would be 208 feet at ground level. He displayed various images showing how the tower would look from various viewpoints on nearby roads, such as 288 and Huguenot Spring Road. The primary consideration for the Planning Commission was



whether to approve the applicant's request to defer the case until the March 3, 2026, regular meeting so a third-party engineering review of the fall zone could be completed. Vice-Chair Hall stated that, since the property is in his district, he personally felt that an additional engineering report was unnecessary. He noted that the existing ordinance already addresses the fall zone requirements, which are clearly defined in the code's specifications. Based on that, he expressed his opinion to deny the applicant's request for a deferral so a third-party review of the fall zone and he indicated that, if no one else had comments, he would proceed to make a motion.

Mr. Hatcher agreed, stating that the existing fall zone certification already provides more than the minimum required. He noted that, based on past experience reviewing tower approvals, he felt confident in the current fall zone study and did not see a need for an additional report.

Vice Chair Hall motioned to deny the request for a deferral.

Mr. Hatcher seconded the motion.

Vice Chair Hall, Mrs. Bowlin, Mrs. Winall, and Mr. Hatcher all voted AYE

#### **MOTION DENIED**

**4-0**

Vice Chair Hall opened the public hearing for comments.

Drew DiStanisloa, Virginia counsel for the applicant Crown Castle, addressed the commission, explaining that the proposed tower is a replacement for an existing tower at 655 Huguenot Trail, which will be decommissioned. He clarified that the new tower will be 299 feet tall, including the lightning rod, and is a self-support style wireless tower designed with enhanced structural integrity at the base to address the shorter setbacks being requested, reducing any risk of falling onto neighboring properties in a catastrophic event. He noted that the same carriers currently on the existing tower would be located on the new tower. The tower will be on a 13-acre parcel owned by Mr. and Mrs. Girone, identified as the only suitable location in the area to cover the same service area as the existing tower.

*POWHATAN COUNTY PLANNING COMMISSION MINUTES*

*Regular Meeting*

*January 6, 2026*



The proposed tower is 45 feet taller than the current tower to accommodate Powhatan County's communication equipment and maintain coverage when the existing tower is removed, providing a direct benefit to the county.

Mr. DiStanisloa acknowledged the commission had already voted on the deferral request but emphasized that the applicant had been willing to provide additional studies to confirm that the fall zones are safe and pose no public safety risk. He concluded by requesting a recommendation for approval of the conditional use permit so the county could maintain essential coverage and equipment placement, and offered to answer any questions from the commission.

Mr. Hatcher asked if it was necessary for the proposed tower to be taller to meet the coverage of the current tower.

Mr. DiStanisloa confirmed that additional equipment from Powhatan County would be installed on the new tower, which is not currently on the existing tower at 655 Huguenot Trail. He noted that the Crown Castle's engineer, who could explain the details more thoroughly, was unable to attend due to illness, but stated that this was his understanding of the planned equipment.

Mr. Hatcher asked whether the new tower has structural improvements that would make it less likely to fall or reduce the distance it could fall compared to previous Towers.

Mr. DiStanisloa confirmed that the tower has been designed with structural improvements to reduce the risk of falling. He explained that the tower is engineered to withstand wind speeds up to 124 mph, far exceeding typical requirements. The base of the tower is reinforced, similar to how a tree's wide base provides stability, so in an extreme catastrophic event, only the top portion might break and fall around the base. He noted that the certified fall zone report prepared by the professional engineer, Mr. Beacom, determined that only 208 feet would be at risk in such an event, and emphasized that the tower is designed to prevent further structural collapse.

Mr. Hatcher asked as a follow-up whether there have been tests or real-world instances showing that the tower's structural design performs as intended under



extreme conditions, ensuring that any failure would remain within the certified fall zone.

Mr. DiStanisloa confirmed that, according to the engineering report, the tower's enhanced structural integrity has been tested and certified to limit any fall to a maximum of 208 feet. He explained that this extra reinforcement is not normally required because it is costly, but it has been included to reduce risk. Mr. DiStanisloa emphasized that the report notes this outcome as occurring in the "unlikely event" of a catastrophic failure, acknowledging that no absolute guarantee can be made. Nonetheless, he stated that the substantial investment in strengthening the base and foundation is intended to ensure public safety and meet the county's needs.

Mr. Thomas Nolan, the County's Emergency Communications Director, clarified that the equipment described by the previous speaker is indeed what is currently on the 655 Huguenot Trail tower, which is approximately 252 feet tall with elevation points around 220 feet. He emphasized that if the county needs to move from that tower, they would not be adding any additional equipment to the new proposed tower. He explained that discussions with Crown Castle about the new site were in good faith, and at the time, the ground elevation, which affects coverage requirements, was not fully known.

[Carl Shwendeman](#) asked about the typical lifespan of a cell

tower, specifically how long a lattice-style tower like the one proposed can last.

He also inquired about the age of the existing tower. He added that, aside from his curiosity, he viewed the project positively and appreciated the equipment upgrades.

[Larry Ojibway, 2715 Huguenot Springs Road](#), spoke in opposition to the proposed tower.

He noted that he owns property on two sides of the site and that the existing tower across 288 has recently had additional structural steel added to accommodate equipment. He expressed concern that six homes on Venita Drive would be affected by the new tower. He referenced reports suggesting that the primary concern is not the fall zone but electromagnetic fields, recommending a 500-foot distance from residences. He raised concerns about potential impacts on his cattle, including reproductive issues, as well as potential health risks to humans. He suggested relocating the tower across 288 into the



existing economic growth areas instead of this agricultural/residential area. He concluded by stating that he is completely opposed to the proposed tower.

[Floyd Green](#) then spoke about the importance of maintaining a tower in the area. He explained that he was involved with the county's communications system for over 30 years and was present when the original tower at 655 Huguenot Trail was built in the early 1980s. He noted that at that time, the Planning Commission required a proffer granting the county space on the tower, which allowed them to eventually add equipment when funds became available. Mr. Green emphasized that this location is critical for county communications, particularly for fire, EMS, and police coverage in the densest populated areas, including Artistry Apartments, Founders Bridge homes, and the future Data Center. He stressed that without a tower here, walkie-talkie coverage would be significantly reduced, which could impact public safety. He also raised concerns about the financial impact of relocating existing equipment to a new site. The current system, only six years old, represents a significant investment, and moving it would cost the county hundreds of thousands of dollars. While some costs could be offset by placing equipment on the new tower, coverage gaps would remain. Green's primary concern is ensuring health, safety, and welfare for both emergency personnel and residents. He expressed hope that the applicant and landowner could reach an arrangement to keep the current tower in place and noted that additional information from the county's communications team would have been helpful to assess the full impact of relocating the tower.

Mr. Nolan came forward, stating that he could provide coverage maps in the future to show the impact if the tower were removed. He emphasized, echoing Floyd Green, that the current tower and equipment are fully functional and necessary. He noted that even a temporary loss of the tower, even for 30 days, would create a significant public safety risk, and relocating the equipment would be costly. He concluded by thanking the commission.

Vice Chair Hall opened the floor for questions from the Commissioners.

*POWHATAN COUNTY PLANNING COMMISSION MINUTES*

*Regular Meeting*

*January 6, 2026*



Mr. Hatcher asked for clarification on whether the current tower's lease agreement is ending, and if that means the tower will be decommissioned because the land will no longer be leased.

Mr. Webb explained that the current lease for the tower is set to end in February. After that, it would move to a month-to-month arrangement, which could potentially be renegotiated between the landowner and the applicant. He clarified that the tower would not be decommissioned immediately when the lease ends.

Mrs. Winall noted that the land on the north side of Huguenot Trail, where Shalom Farms is located, is largely residential (zoned RR5). She asked whether a telecommunications tower could be allowed in RR5 through a conditional use permit if there were a larger parcel available. She suggested that placing the tower on that side of Huguenot Trail might have less impact on nearby residences in terms of fall zones and overall safety, given the larger parcels of land in that quadrant.

Mr. Webb noted that RR5 zoning allows telecommunications facilities if they are co-located. He added that, according to the applicant's representative, the proposed site was chosen after studying the area to determine the best location for coverage. The implication is that other locations in the general region were likely considered but deemed less suitable.

Mrs. Bowlin asked why the tower can't remain at its current location. She wanted clarification on whether the lease isn't being renewed because the landowners don't want it there anymore, or if the site simply doesn't have enough space for the larger proposed tower. She expressed that no clear reason had been given yet.

Mr. DiStanisloa explained that he could not speak to all the details, but confirmed that the issue is related to the lease. If the lease for the current tower falls through, the applicant would no longer be able to house equipment there. That is the main reason the new tower is being proposed.

Mr. Hatcher asked if the proposed tower meets the 500ft requirement from any nearby houses. Mr. DiStanisloa noted that the proposed tower would be 511 feet from the nearest residential dwelling of Joseph Gonzalez, which meets the 500-foot minimum presented in



the application. However, Ms. Winall clarified that the required setback is actually 590 feet, since the ordinance requires the greater of 500 feet or 200% of the tower height. The proposed tower is only 500 feet 11 inches from the nearest residential dwelling, so it does not meet that requirement.

Mr. Hatcher questioned why, if the tower could potentially affect livestock as well as humans, that factor wouldn't be taken into consideration in determining its placement or safety.

Vice Chair Hall shared the concerns raised about the agricultural setting, livestock, electromagnetic fields, and the fall zone. While the probability of an incident may be low, there are no absolute guarantees, and if the tower were to fall, the consequences could be severe. He emphasized that the zoning requirements exist for a reason and should be followed, and this proposal does not meet those standards. He then made a motion to deny the planning commission resolution for case 25-22-CUP to allow a telecommunication tower and associated accessory uses in the A10 zoning district on tax map parcel 32-38A.

Mr. Hatcher seconded the motion.

Vice Chair Hall, Mrs. Bowlin, Mrs Winall, and Mr. Hatcher all voted AYE

**MOTION DENIED**

**4-0**

**7. Adjourn**

Vice Chair Hall concluded by announcing for those unfamiliar with the process, the cases discussed in this meeting will be presented to the Board of Supervisors for a final vote on Monday, January 26, 2026 at 6:00 p.m.

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**Ligon Webb, Planning Director**

**Date:**

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**Craig Hughes, Chair**

**Date:**

# POWHATAN COUNTY

## 2025 Planning Activities

Planning Commission Report

February 3, 2026

### Planning Commissioners

Bobby Hall, District One), Vice Chair

Darlene Bowlin, District Two

Jessica Winall, District Three

Craig Hughes, District Four), Chair

Kenneth Hatcher II, District Five

### Department of Community Development

Brian Haney

Deputy County Administrator

### Permit Center

Janet Currie

Permit Center Manager

### Building Inspections

David Dunivan, CBO

Building Official

### Planning and Zoning

Ligon Webb

Planning Director

## Introduction

The 2025 Planning Activity Report provides a high-level overview of actions taken by the Powhatan County Department of Community Development, the Planning Commission, and the Board of Supervisors that relate to growth and development. This report is intended to satisfy requirements set forth in Virginia Code § 15.2-2221, which states that the Planning Commission must compile an annual report concerning the status of planning within Powhatan County.

## Development and County Government

### Planning Commission

The Planning Commission is an appointed body charged with promoting the orderly development of the community. Every locality in Virginia is required to have its own Planning Commission [Virginia Code § 15.2-2210]. Per state law, the Planning Commission is responsible for a variety of tasks:

- Providing recommendations to the Board of Supervisors on rezoning and conditional use permit applications;
- Preparing and reviewing text amendments to the zoning and subdivision ordinances;
- Reviewing the local comprehensive plan every five years to determine if updates are needed; and
- If requested by the Board of Supervisors, preparing and revising the local five-year Capital Improvement Program (CIP) based on the comprehensive plan.

The Planning Commission is not a legislative body, but an advisory committee. It makes recommendations to the Board of Supervisors on legislative matters, such as rezoning applications and the adoption and amendment of the zoning and subdivision ordinance.

The Planning Commission consists of five (5) voting members.

### Department of Community Development

Staff from the Department of Community Development provide technical support to the Planning Commission. The department's duties are described below.

#### *Current Planning (Development Administration)*

Staff members are responsible for administering and enforcing the zoning and subdivision ordinances. Tasks associated with the administration of these ordinances include the processing of subdivision proposals, site plans, rezoning applications, conditional use permit (CUP) applications, and variances. Staff members also respond to general inquiries and other requests. The department serves as the

primary staff contact for the Planning Commission and the Board of Zoning Appeals and provides support to the Board of Supervisors.

#### *Long-Range Planning (Project/Policy Development and Management)*

Planning recommendations are routinely provided to the Planning Commission and the Board of Supervisors on a wide array of issues. Strategic and long-term planning begins with the preparation and implementation of the comprehensive plan; associated zoning or subdivision text amendments; and other local projects. These planning documents provide the foundation for many of the land use and budgetary decisions implemented by Powhatan County.

Staff members also work with regional and state agencies to address transportation issues and other matters of regional and/or statewide significance, including the Technical Advisory Committee (TAC) and other regional committees associated with PlanRVA. Staff members also coordinate with the Virginia Department of Transportation (VDOT) and PlanRVA to prepare applications seeking state and federal funding for local transportation improvements.

#### *Code Compliance*

Code compliance helps ensure that Powhatan County's zoning regulations are enforced consistently and equitably. A variety of code issues related to land use are reported to the department, including possible zoning violations and the storage of inoperable vehicles. Possible violations are investigated as complaints from the public are received.

#### *Building Inspections*

The Building Official and other staff members help ensure that structures are built and modified in a safe manner. The department enforces the Uniform Statewide Building Code for new structures, additions, and alterations.

#### *Environmental*

Staff members work with the Virginia Department of Environmental Quality (DEQ) to ensure that developing sites are in conformance with Chapter 42: Article III of the County Code (Erosion and Sediment Control) and other local and state regulations.

#### *Permit Center*

Staff members are the first point of contact for residents applying for building permits, land disturbance, subdivisions, site plans, rezonings, CUPs, and associated applications.

## Rezoning

Rezoning is a request to change the zoning of a particular property. Requested rezonings (zoning map amendments) must be reviewed by the Planning Commission and approved by the Board of Supervisors. While these requests generally involve changing the property's zoning classification from one district to another, they may also involve modifications to conditions (proffers) imposed upon a property as part of a previous rezoning case.

In 2025, seven (7) rezoning applications by private entities and one (1) by Powhatan County Economic Development Authority were submitted for review. Two have been reviewed by the Planning Commission but have not yet been considered by the Board of Supervisors.

Case No.	Location	Request	Case Status
25-01-REZ	1990 Anderson Hwy	A-10 to I-1	Approved
25-02-REZ	1918 Anderson Hwy	I-2 to M	Approved
25-04-REZ	680 Huguenot Trail	CC to RR	Approved
25-11-REZ <sup>1</sup>	Anderson Hwy	A-10 to I-1	Approved
25-11-REZ <sup>1</sup>	Anderson Hwy	A-10 to CC	Approved
25-14-REZ	Carter Gallier Blvd	CC to I-1	Approved
25-20-REZ-C	Anderson Hwy	C and CC to I-1	Submitted
25-21-REZ	Carter Gallier	I-1 to CC	Submitted
<sup>1</sup> Intentional duplication			

There were three more rezoning applications submitted in 2025 than 2024.

Year	Number of Rezoning Applications Submitted
2025	8
2024	5
2023	20
2022	7

## Conditional Use Permits

Per the zoning ordinance, certain uses may be permitted within select zoning districts with approval of a conditional use permit (CUP). Uses that require a CUP may be appropriate in certain locations, but not throughout the entire zoning district. The Planning Commission and Board of Supervisors review CUP applications to ensure that the proposed use:

- Does not change the character and established pattern of development in the surrounding area;
- Is compatible with uses permitted by-right within the zoning district; and
- Does not adversely affect the use or value of neighboring properties.

The Board of Supervisors may require that applicants adhere to certain conditions. If the approved conditions are not met, the CUP may be revoked.

In 2025, four (4) CUP applications were submitted for review, one was withdrawn after the Planning Commission hearing, one has been reviewed by the Planning Commission but has not yet been considered by the Board of Supervisors.

Case No.	Location	Use	Case Status
25-05-CUP	680 Huguenot Trail	Private School	Approved
25-16-CUP	2850 Red Lane Road	Rural Event Venue	Withdrawn
25-12-CUP	Page Road	Increased Structure Height	Approved
25-18-CUP	4601 Anderson Hwy	Auto Repair and Servicing	In Review

The number of CUP applications submitted in 2025 was about the same as the number submitted in previous years.

Year	Number of CUP Applications Submitted
2025	4
2024	3
2023	2
2022	3

## Zoning Text Amendments

The zoning ordinance establishes regulations regarding the use of land. Powhatan County’s zoning ordinance currently includes twenty-four (24) different districts and identifies uses permitted within each district. It also establishes design standards for new development.

Powhatan County’s zoning ordinance was first adopted in July 1965. Since that time, its text has been amended to reflect the changing needs of the community. Zoning text amendments are initiated by the Planning Commission or Board of Supervisors.

In 2025, four (4) zoning text amendments were presented to the BOS. Three (3) were approved.

Amendment Summary	Status
Change the definition of "Flag Lot" in the Zoning Ordinance to refer to the same term in the Subdivision Ordinance	Approved
Establish a Highway Corridor Overlay District (HCOD) with increased development standards along Anderson Highway from Route 522 to the Chesterfield Border	Denied
Change the development standards for “Rural Event Venue” to allow flexibility through the CUP approval process	Approved
Change the definition and development standards for “Roadside Stand” to allow small farm trucks and utility vehicles	Approved

The number of ordinance amendments presented in 2025 was higher than the number presented in the previous year.

Year	Number of Zoning Ordinance Amendments Presented
2025	4
2024	2
2023	4
2022	7

## Subdivision Ordinance Amendments

The subdivision ordinance establishes regulations regarding the division of land, as well as standards for access, circulation, streets, and other infrastructure related to subdivision plats and site plan reviews.

Powhatan County’s subdivision ordinance was first adopted in April 1960. On January 23, 2017, a major revision to the subdivision ordinance was approved by the Board of Supervisors. Since then, minor amendments have been initiated by the Planning Commission or Board of Supervisors to better reflect the changing needs of the community.

In 2025, two (2) amendments to the subdivision ordinance were approved by the Board of Supervisors.

Amendment Summary	Status
Change the lot sized and holding periods for Family Subdivisions	Approved
Change the Access and Circulation regulations to increase the spacing between access connections and reduce “road stripping”	Approved

Year	Number of Subdivision Ordinance Amendments Presented
2025	2
2024	None
2023	3
2022	1

## Comprehensive Plan

The comprehensive plan is a guide for what Powhatan County should look like in 20 to 30 years through coordinated and harmonious development that will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity, and general welfare of County residents.

The plan addresses a variety of topics, including land use, housing, transportation,

parks and recreation, economic development, and natural resources. It identifies objectives and strategies that can be implemented to realize the community’s vision.

The plan is general in nature, in that it designates the general or approximate location, character, and extent of each feature, including any road improvement and any transportation improvement, shown on the plan and where existing lands or facilities are proposed to be extended, widened, removed, relocated, vacated, narrowed, abandoned, or changed in use as the case may be.

Per state law, every locality in Virginia must adopt a comprehensive plan [§ 15.2-2223]. The Planning Commission and Board of Supervisors consider the plan’s recommendations when evaluating different policies and proposals, including rezoning requests, conditional use permits, and the capital improvement program.

### Current Comprehensive Plan

On October 25, 2021, the Board of Supervisors approved the 2021 Comprehensive Plan Update (Ordinance O-2021-27).

### Updating the 2021 Comprehensive Plan

During calendar year 2025, the County prepared to update the 2021 Comprehensive Plan through the work of the Comprehensive Plan Update Citizens Working Group (CWG), a 14-member committee appointed by the Powhatan County Board of Supervisors in November 2024. The CWG met regularly throughout the first six months of 2025 to evaluate land use policies, housing needs, demographic trends, and economic development considerations, with a focus on two specific areas identified in the County’s Strategic Plan: Economic Growth & Business Development and Housing & Residential Options. The CWG’s final report was completed in July 2025 and formally presented to the Board of Supervisors in September 2025. Following that presentation, the Planning Commission initiated its review of the CWG’s recommendations and is currently evaluating potential Comprehensive Plan and Future Land Use Map amendments. The Planning Commission is expected to forward its recommendations to the Board of Supervisors in the spring of 2026.



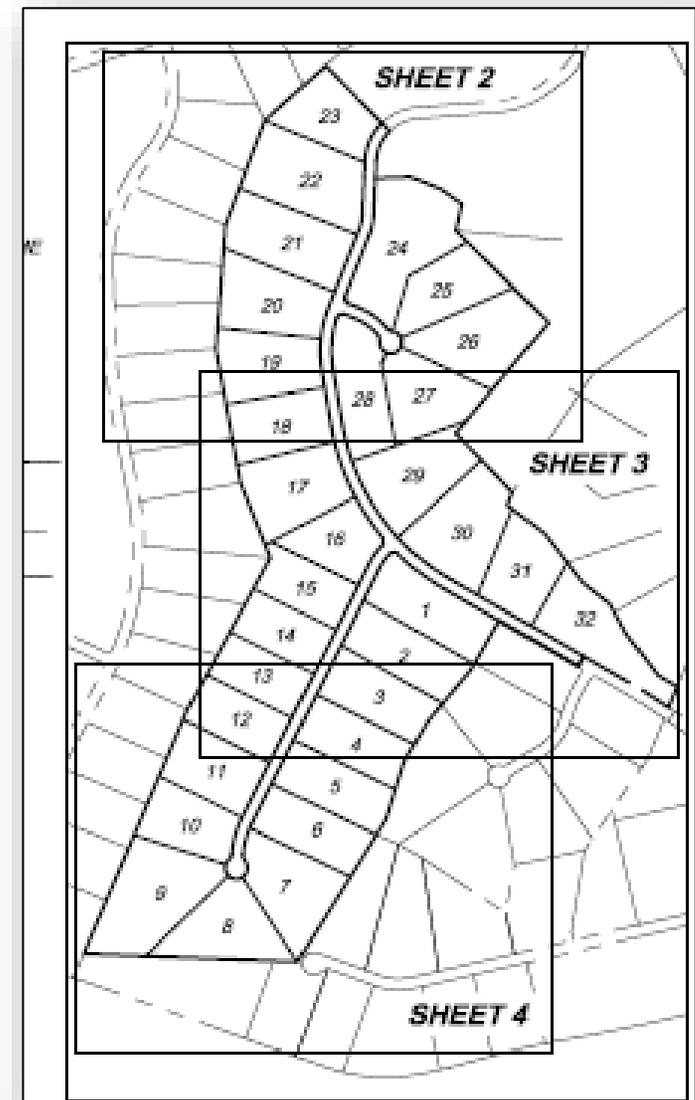
## Subdivisions

Prior to recordation, a final plat must be approved for all major subdivisions.

In 2025, one (1) major residential subdivision was submitted with 32 lots.

Case No.	Location	Zoning	Acreage	Number of Lots
25-01-FSP	Maple Grove Section 8	RR-5	97.47	32

Year	Number of Final Subdivision Plat Applications Submitted
2025	1
2024	3
2023	7
2022	5



## Building Permits

Generally, any project that involves building a new structure, altering an existing structure, or demolishing a structure will require a building permit. Powhatan County issues building permits for all construction within its boundaries.

Below is a summary of building permits issued by the Department of Community Development over the last three calendar years:

Building Permit Type	Permits Issued		
	2023	2024	2025
New Commercial Buildings	16	9	11
New Single-Family Dwellings	143	115	127
Existing Single-Family Buildings (Additions/Alterations)	317	281	282
<b>Total</b>	<b>476</b>	<b>405</b>	<b>420</b>

Building Permit Type	Total Building Value		
	2023	2024	2025
New Commercial Buildings	\$10,509,815	\$2,734,824	\$2,464,900
New Single-Family Dwellings	\$36,877,074	\$30,656,620	\$48,691,061
Existing Single-Family Buildings (additions/alterations)	\$10,227,098	\$7,656,882	\$8,511,545
<b>Total</b>	<b>\$57,613,987</b>	<b>\$41,048,326</b>	<b>\$59,667,506</b>



## Residential Certificates of Occupancy

A Certificate of Occupancy (CO) states a building's legal use and/or type of permitted occupancy. They are generally issued after the completion of final building inspections. In 2025, 113 COs were issued for single-family dwellings in Powhatan County.

Year	Number of Residential COs Issued
2025	113
2024	122
2023	169



Certificates of Occupancy by Subdivision CY 2025			
1	ACADEMY FARMS	1	MACON ESTATES
1	ATKINS	8	MAPLE GROVE
1	AYERS	3	MEADOW GROVE
1	BRANCHWAY FOREST	1	MELROSE FARM
1	BRANCHWAY SPRINGS	2	MILL QUARTER
1	CANTERBURY FARMS	3	MOORE MEADOWS FARMS
1	DEEP CREEK ESTATES	1	MOSELEY ESTATES
1	FOUNDERS BRIDGE	1	OLD POWHATAN ESTATES
1	FRENCH HILL	1	RED LANE
2	GUSS FARMS	1	ROSE
2	HIDEAWAY LAKE	2	SKIPPER CREEK FARMS
1	HIGH HILL	1	ST LAURENTS HAVEN
1	HOLIGONG FARM	1	ST MARYS
5	HUGUENOT MANOR	1	STAVEMILL ESTATES
1	HUNTINGTON	1	TILMANS FARM
1	HUNTINGTON - F	4	WATKINS MILL
1	INDIAN WOODS	3	WESTLAKE @ MILL MOUNT
		1	WHITLOCK

## Code Compliance

The zoning ordinance describes which uses are permitted in each of the zoning districts and how these uses may be conducted. These regulations help promote the health, safety, and general welfare of residents by designating the types of buildings, businesses, and activities acceptable within specific zoning districts. The Zoning Administrator helps ensure that regulations set forth in the zoning ordinance are enforced consistently and equitably. Residents, property owners, and other stakeholders regularly submit complaints regarding zoning violations, inoperable vehicles, trash/junk, and other nuisances. Complainant information is kept confidential, but all complaints received are investigated.

In late 2025 the Planning and Zoning Department added a new Code Enforcement position. The Code Enforcement Officer investigated 33 complaints in August–December 2025, a 38% increase over the 24 investigated during all of 2024.

## Other Planning-Related Activities

The following applications were reviewed throughout 2025.

Application Type	Number Reviewed 2025
Development Design Pattern Books	2
Temporary Business Permits	3
Temporary Event Permits	21
Sign Permits	54
Business Licenses	176
Private Roads (both BOS and administrative approval)	11
Non-Subdivision Plats (resurveys, lot line adjustments, family divisions, minor divisions, easement plats, etc.)	53



## Boards/Committees

### Local Boards/Committees

Staff members manage and coordinate several planning-related boards and committees. Members of these boards and committees are appointed or recommended by the Board of Supervisors.

In addition, staff members provide technical support to the Board of Supervisors, the Board of Zoning Appeals, and the Agricultural and Forestal District Committee.

Board/Committee	Overview	No. of Meetings (2025)
Planning Commission	<p>The Planning Commission is an appointed body that primarily makes recommendations to the Board of Supervisors on legislative matters, such as rezoning and CUP applications and the adoption and amendment of the zoning and subdivision ordinance ordinances.</p> <p>The Planning Commission consists of five (5) voting members.</p>	17
Board of Zoning Appeals	<p>The Board of Zoning Appeals (BZA) consists of five (5) voting members appointed by the Circuit Court judge (with recommendations made by the Board of Supervisors). Per the Code of Virginia and County Code, the BZA is charged with:</p> <ul style="list-style-type: none"> <li>• Hearing and deciding appeals from any order, requirement, decision, or determination made by an administrative officer in administering or enforcing the zoning ordinance;</li> <li>• Authorizing variances from zoning ordinance requirements;</li> <li>• Hearing and deciding applications for interpretation of the zoning map where there is any uncertainty as to the location of a district boundary.</li> </ul>	2
Agricultural and Forestal District Advisory Committee	<p>The Agricultural and Forestal District Advisory Committee (AFDAC) provides advice regarding the local Agricultural and Forestal District (AFD) program, which is intended to preserve important agricultural lands and forests. The AFDAC consists of up to ten (10) members, with the composition of the committee’s membership dictated by the Code of Virginia.</p>	4

**END OF DOCUMENT**

**2025 Planning Activities**  
Report to the Planning Commission

## Agenda Item 7. a.



### Powhatan County Planning Commission 26-01-PB – Powhatan Youth Wrestling Center

**Meeting Date:** February 3, 2026

**Agenda Item Title:** **26-01-PB – Pattern Book Review – Powhatan Youth Wrestling Center** (District 2/Powhatan Station). A Pattern Book review request pursuant to the requirements of Powhatan County Code Chapter 83 (Zoning Ordinance) Section 83-477 (f) (2), for a 12,619 square foot recreational facility located on the south side of Anderson Highway (Tax Map 41-51). The property is zoned Commerce Center (CC).

**Summary of Item:** The proposed pattern book is consistent with the comprehensive plan, the countywide development guidebook, and the requirements of ordinance Sec. 83-477.

**Motion:** In accordance with public necessity, convenience, general welfare, and good zoning practice, I move the Planning Commission approve of the Powhatan Youth Wrestling Center Pattern Book, as presented.

**Staff:**                     X    Approve                        Deny                        See Comments

**Attachments:**                    Staff Report and Color Elevations

**Staff Contact:**                    Chloe Wines, Planner I  
(804)598-5621 x 2013  
[cwines@powhatanva.gov](mailto:cwines@powhatanva.gov)

*If there are any questions, please call the staff / contact prior to the meeting.*



# Case 26-01-PB: Powhatan Youth Wrestling

Staff Report Prepared for the Planning Commission

By Chloe Wines, Planner I

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## I. PATTERN BOOK

Planning Commission                      February 3, 2026

## II. IDENTIFICATION AND LOCATIONAL INFORMATION

Request:                                      Pattern Book Review for Powhatan Youth Wrestling Center

Existing Zoning:                              CC, Commerce Center

Parcel Size:                                   2.810 acres

Parcel Tax Map:                              41-51

Applicant:                                      Jacques Gits

Owner:    Cowbuck LLC

Property Location:                              South side of Anderson Hwy off Hitch Road

Electoral District:                              District 2

2021 Future Land  
Use Plan:    Gateway Business

### III. EXECUTIVE SUMMARY

The applicant requests Pattern Book approval for a 12,619 square-foot recreational facility located on the south side of Anderson Highway and east of Dorset Road, at the intersection of Hitch Road and Addy Lane (Figure 1). The property is zoned CC and designated Gateway Business in the Future Land Use Plan.

The site is currently developed with a commercial indoor recreation facility, Blackhawk Gym, which also accommodates Powhatan Youth Wrestling. Upon completion of the proposed building, Powhatan Youth Wrestling will occupy the new facility.

**Figure 1: Site Location**



#### **Project Description**

#### **Background**

- On January 28, 2019, the subject property was rezoned from Residential Commercial to Commerce Center (18-06-REZC, O-2019-03).
- On September 30, 2024, a minor site plan and land disturbance permits were submitted for the Powhatan Youth Wrestling Center; both applications remain under review.
- On April 11, 2025, a lot line adjustment was submitted to increase TM 41-55 to a total of 2.810 acres and to accommodate the proposed recreational facility. The lot line adjustment was approved on May 1, 2025, and recorded in the Circuit Court on October 31, 2025.

#### **Design Evaluation**

To ensure that development is consistent with the comprehensive plan, the countywide development guidebook, the standards in Sec. 83-477, and is compatible with surrounding development, approval of a pattern book is required before a site plan can be approved. The project's consistency with these requirements is determined based on an evaluation of written descriptions and graphics submitted by the applicant. A summary of the applicable standards from these documents and a description of how the project complies is outlined in Table 1, below.

**Table 1:  
Pattern Book Standards for Institutional, Commercial, and Mixed-Use Development**

Design Standard	Requirement	Proposed Related Features
Compatibility with surrounding development	Surrounding buildings consist of a variety of building types and materials. The dominant materials are brick, stone, and wood and colors are white, gray, and black.	<u>Complies.</u> The architectural theme is Main Street commercial inspired. The proposed building will incorporate brick veneer on all sides, and the insulated metal panels will be tan in color.
Building Orientation	<ul style="list-style-type: none"> <li>• Façades facing street and open spaces should include pedestrian-orientated detailing.</li> <li>• Architectural pedestrian amenities such as benches, fountains, decorative light fixtures, plantings, and awnings shall be provided subject to review and approval by the director.</li> </ul>	<u>Complies.</u> The primary entrance will be oriented toward the intersection of Hitch Rd & Addy Lane. There will be an entry canopy and fabric awnings, as well as large-scale aluminum storefront windows.

Architecture,  
Design, and  
Façade  
Articulation

- Street-facing front building façades that are greater than 60 feet wide shall be articulated with wall offsets (e.g. projections or recesses in the façade plan) that are at least one foot deep, at least ten feet wide, and spaced no more than 40 feet apart.
- The following alternatives can be used alone or in combination to the required front façade offsets:
  - Distinct changes in façade texture, materials, or color that follow the same dimensional standards as the offset requirements.
  - Roofline variations that vertically align with a corresponding wall offset or change in façade texture, materials, or color, including changes in roof form and/or the height of parapet walls.
  - Vertical accents of focal points.
- The side facades of buildings visible to the general public from any roadway and/or public view shall be articulated with the same façade details as provided on the building's front façade, or be screened from off-site views through fences, walls, or landscaping at least eight feet high. Unless such screening is provided, architectural details and materials on the front of the building shall not abruptly end but be continued to the side walls.

Complies. There is a 24-inch-deep bump out at the front façade. This projection then recedes at the entry door, creating multiple wall offsets along the street facing elevation. The bumped-out wall ends below the top of the primary roof parapet, adding a change in the front façade's vertical profile.

Although the west side of the building faces towards Dorset Road, the road is approximately 330 feet from the proposed building and it will be screened by existing vegetation.

<p>Materials and Screening</p>	<ul style="list-style-type: none"> <li>• Building façades should be constructed of wood, brick, stone, decorative block, stucco, or other high-quality material.</li> <li>• At least 70% of a building façade facing an existing or planned roadway should be constructed of wood, brick, stone, or similar material.</li> <li>• Loading and equipment areas should be screened from view.</li> <li>• Wall-mounted exhaust fans shall be painted to match the building or screened from view.</li> </ul>	<p><u>Complies.</u> High quality, earth-toned, brick veneer will be used for the entire front façade. The east and west sides also have a continuous brick water table that matches the rear. The sides and rear utilize CF TUFF-CAST insulated metal wall panels from the top of the masonry water table to the top of the roof parapet. This is a high-quality panel system that includes an aggregate surface texture, mimicking that of stucco. Panels measure 42” wide and are more durable and less prone to mildew than stucco and EIFS.</p> <p>There are no loading areas or wall mounted exhaust fans. All HVAC equipment is located on the roof, and the parapet wall is sized to fully screen the equipment from all sides.</p>
<p>Colors</p>	<ul style="list-style-type: none"> <li>• Façade colors should be low reflective, subtle, natural, or earth-toned colors (no primary colors).</li> <li>• Trim and accent areas may feature brighter colors.</li> <li>• Junction and accessory boxes, including meter boxes (excluding glass), and any pipes or conduit to boxes shall be the same color as the building.</li> </ul>	<p><u>Complies.</u></p> <p>The building materials consist of earth toned brick veneer with tan insulated metal panels. The aluminum windows, curved aluminum canopy, and fabric window awnings are black.</p>

<p>Roofs</p>	<ul style="list-style-type: none"> <li>• Principal buildings should have a pitched roof (between 3:12 and 12:12 slope) or incorporate a parapet at least three feet high with a three-dimensional cornice around a flat roof. Alternative roof forms or pitches may be allowed for small roof sections over porches, entryways, or similar features.</li> <li>• Roofs visible from adjoining streets or properties should be wood, tile, standing seam metal, heavy-grade architectural fiberglass shingles, slate, or other material with a similar appearance, durability, and quality.</li> <li>• All roof vents, pipes, antennas, satellite dishes, and other roof penetrations and equipment (except chimneys) shall be located on the rear elevations or otherwise be configured, to the maximum extent practicable, to have a minimal visual impact as seen from the street.</li> </ul>	<p><u>Complies.</u> Full height parapet wraps all four sides of the roof to screen all rooftop equipment. The flat roof is entirely screened from view and there are fabric awnings above pedestrian doors which have 12:12 slopes.</p>
<p>Fenestration and Transparency</p>	<ul style="list-style-type: none"> <li>• At least 30% of the ground-level floor on a street-facing façade should be windows.</li> </ul>	<p><u>Complies.</u></p>

#### **IV. STAFF RECOMMENDATION:**

Staff recommends approval of the proposed pattern book for the Powhatan Youth Wrestling Center. The proposed building complies with the Pattern Book standards for institutional, commercial, and mixed-use development. It features a Main Street–inspired design with brick veneer, tan insulated metal panels, and a neutral color palette compatible with surrounding development. The primary entrance is oriented to the street corner and incorporates canopies, awnings, and creates a pedestrian-oriented frontage. The street-facing façade meets articulation requirements through wall offsets and parapet height variations. The side and rear elevations continue the brick water table and use high-quality textured panels. Overall, the building meets the Pattern Book’s intent for character and materials.

#### **V. Attachments:**

##### **1. Color elevations**





**County of Powhatan,  
Virginia**

Application:  
Development Design  
Pattern Book

**For Office Use Only**

Case Number                      26-01-PB

Date of Approval

Powhatan County, Virginia  
Department of Community Development  
3834 Old Buckingham Road: Suite F  
Powhatan, VA 23139

In accordance with Sec. 83-477(f) of the Powhatan County Zoning Ordinance, a *Development Design Pattern Book* must be reviewed and approved by the Planning Commission for all commercial and mixed-use development (prior to site plan approval).

For ideas regarding recommended design elements, review the [Countywide Development Guidebook](#), which is available online at [www.powhatanva.gov](http://www.powhatanva.gov).

<b>Applicant Information</b>	
Name of Applicant	
Mailing Address	
Phone Number	
Email Address	
<b>Owner Information</b> (Complete this section if the applicant is not the current property owner)	
Name of Owner	
Mailing Address	
Phone Number	
Email Address	
<b>Parcel Information</b>	
Tax Map Number(s)	
Physical Address	
General Description of Property Location	

Project Description	
<b>Ordinance Requirements</b>	<p>Sec. 83-477(f) states that:</p> <ul style="list-style-type: none"> <li>The Development Design Pattern Book shall include:               <ul style="list-style-type: none"> <li>Written descriptions and graphics explaining how the development complements existing development in the surrounding area and relates to recommendations made in the comprehensive plan and Countywide Development Guidebook; and</li> <li>Written descriptions and graphics explaining the theme and physical form of the project’s architectural design. The written description shall identify specific materials, colors, and architectural details that are permitted within the development.</li> </ul> </li> </ul>
Explanations	
<p>Describe the architectural theme and physical form of the development.</p> <p>Additional information regarding building materials, roofing, and other design elements will be provided on the following pages.</p>	

**Tips**

The [Countywide Development Guidebook](#) identifies and describes preferred architectural styles, including:

- |  |   |
|--|---|
| <a href="#">Georgian</a>               | <a href="#">Craftsman Inspired</a>      |
| <a href="#">Classical Revival</a>      | <a href="#">Rustic Revival Inspired</a> |
| <a href="#">Cape Cod Inspired</a>      | <a href="#">Folk Victorian</a>          |
| <a href="#">Main Street Commercial</a> | <a href="#">Piedmont Vernacular</a>     |

The styles and associated design elements should be referenced in this application

**Relationship with Surrounding Development and County Policies**

**Ordinance Requirements**

Sec. 83-477(f) states that:

- The Development Design Pattern Book shall include:  
Written descriptions and graphics explaining how the development complements existing development in the surrounding area and relates to recommendations made in the comprehensive plan and Countywide Development Guidebook; and  
Written descriptions and graphics explaining the theme and physical form of the project’s architectural design. The written description shall identify specific materials, colors, and architectural details that are permitted within the development.

**Explanations**

Describe how the architectural design of the proposed development complements existing development and/or the character of the surrounding area. Identify architectural features and materials used on nearby buildings and how these features will be incorporated into building(s) that are part of the proposed project.

Attach photos of nearby buildings, particularly those that include design elements similar to those that will be used within the proposed development.

Adjacent McDonald's in front of the building

See enlarged photos at the end of the packet

Adjacent Citizens Bank northwest of the building



Adjacent CVS northwest of the building

Blackhawk Gym immediately adjacent to the building

Verizon across Anderson Highway



Describe how the architectural design of the proposed development relates to policies identified in the current comprehensive plan (refer to specific land use policies listed in Chapter 8 for the appropriate land use designation) and recommendations made in the Countywide Development Guidebook.

**Building Materials and Colors**

**Ordinance Requirements**

Sec. 83-477(h) states that:

- Building façade materials shall be limited to wood, brick, stone, decorative block, stucco, or other materials with a similar appearance, durability, and quality. The use of metal or vinyl siding is subject to review and approval by the director.
- At least 70 percent of building façades visible from existing or planned roadways shall be constructed of wood, brick, stone, and/or other materials with a similar appearance, durability, and quality.
- No more than 30 percent of building facades visible from existing or planned roadways shall be adorned with stucco or decorative block.

Sec. 83-477(i) states that:

- Façade colors for all portions of the building shall be low reflectance, subtle, neutral or earth-tone colors (no primary colors). Building trim and accent areas may feature brighter colors that complement the building’s overall appearance.

List materials that will be used on building facades, including permitted colors.

Attach photos and/or samples of these materials to this application.

(Note: Information regarding roofing materials will be provided on p. 5).

<b>Material Type</b> (Ex.: Wood, Brick, Stone)	<b>Material Color</b>	<b>Material Location</b> (Ex.: Foundation, Front Façade, Front Accent)

**Roofing**

<b>Ordinance Requirements</b>	<p>Sec. 83-477(j) states that:</p> <ul style="list-style-type: none"> <li>• Principal buildings shall incorporate roof pitches between 3:12 and 12:12, or incorporate a parapet at least three feet high with a three-dimensional cornice around a flat roof. Alternative roof forms or pitches may be allowed for small roof sections over porches, entryways, or similar features.</li> <li>• Any roof visible from an adjoining street or property shall be constructed of wood, tile, standing seam metal, heavy-grade architectural fiberglass shingles, slate, or other materials with a similar appearance, durability, and quality.</li> <li>• All roof vents, pipes, antennas, satellite dishes, and other roof penetrations and equipment (except chimneys) shall be located on the rear elevations or otherwise be configured, to the maximum extent practicable, to have a minimal visual impact as seen from the street.</li> <li>• Buildings with multiple uses or in excess of 25,000 square feet shall have alternating roof structures to give the appearance of multiple buildings unless a different design is approved by the director.</li> </ul>
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List materials that will be used on roofs, including permitted colors.  
 Attach photos and/or samples of these materials to this application.

<b>Material Type</b> (Ex.: Wood, Tile, Slate)	<b>Material Color</b>

**Permitted Roof Pitches**

**Permitted Roof Types**  
(Ex.: Gable, Hip, Mansard, Flat)

**Roof Features**  
(Ex. Dormers, Cupolas, Chimneys, etc.)

**Design Features: Windows and Transparency**

**Ordinance Requirements**

Sec. 83-477(l) states that:  
At least 30 percent of the street-facing façade area of the ground-level floor of buildings (as measured from the grade to the underside of the eave, top of the parapet, or the story line denoting the second floor) shall be occupied by doorways or transparent windows. Upon request by the property owner or applicant, the director may approve modifications to this subsection, provided that other architectural features are incorporated into street-facing façades to add visual interest, and such approval is in writing with justification for the modification.

Attach photos and/or samples of permitted windows and doors to this application.

<b>Question</b>	<b>Explanation</b>
Will windows on front and side facades have muntins or dividers?	
What color(s) will be used for window trim?	
Will doors that serve as public entrances be transparent?	
What colors will be used for doors?	

**Other Design Features**

List and describe other specific design features that will be incorporated into the proposed development. Examples of other design features include porches, pergolas, awnings, shutters, specially-designed exterior lighting, and other building components that add interest to the building's exterior.

Attach photos and/or samples of these features to this application.

Feature Number	Feature Type	Description
Example	Covered Porches	Covered porches with metal roofs will be constructed at each entrance to the building that is located on the front and side facades. Each porch shall be at least 8 ft. wide and 8 ft. deep with the roof supported by square white columns.
Feature #1		
Feature #2		
Feature #3		
Feature #4		
Feature #5		

Attachments	
Submit the following materials and documentation with this application for review by the Planning Commission.	
	Photos of Existing Nearby Buildings
	Proposed Elevations (or Photos of Similar Existing Buildings)
	Photos and/or Samples of Building Materials and Colors
	Photos and/or Samples of Roofing Materials
	Photos of Windows and Doors
	Photos of Other Design Features (If Applicable)

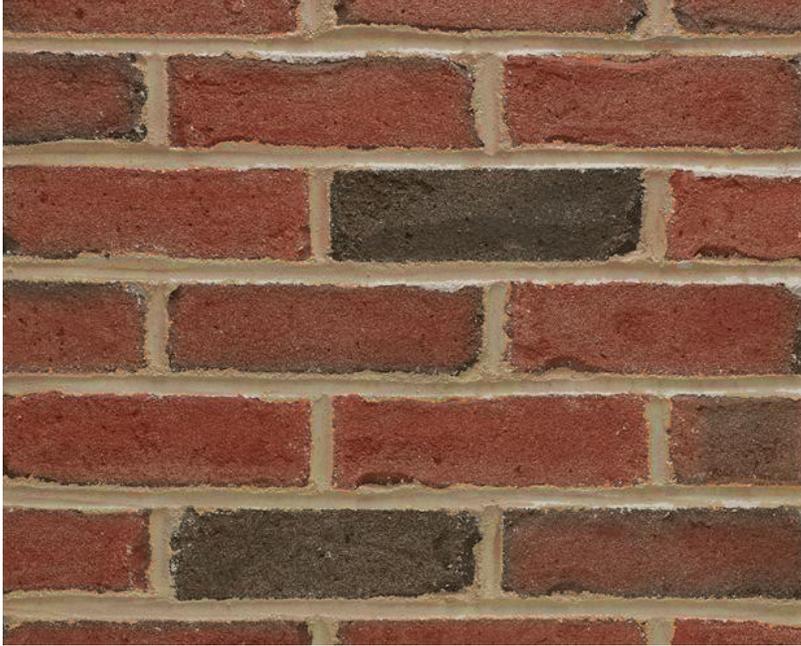
Applicant Signature	
<p>By signing this application, the applicant:</p> <ul style="list-style-type: none"> <li>• Acknowledges that they are the owner or lessee of the property, or an authorized representative of the owner or lessee.</li> <li>• Acknowledges that they have familiarized themselves with the rules and regulations pertaining to preparing and completing this application.</li> <li>• Declares that all statements provided throughout the various sections of this application are in all respects true and correct to the best of their knowledge.</li> <li>• Understands that a Development Design Pattern Book must be approved by the Planning Commission prior to approval of any site plan within the development, and that all structures within the development must adhere to guidelines established by the approved Development Design Pattern Book.</li> </ul>	
Signature of Applicant	
Name of Applicant (Printed)	
Date	

Enlarged photos of nearby buildings:



Building materials and colors:

Buckingham Tudor brick with buff mortar



Insulated metal panels



Building materials and colors:

Curved aluminum canopy with tie-backs



Fabric window awnings





Powhatan County  
Planning Commission  
Agenda Item

**Agenda Item 8. a.**

Meeting Date: February 3, 2026

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**Agenda Item Title:** Conditional Use Permit (CUP) request to allow Automotive Repair/Service and Vehicle Sales on a 2-acre parcel zoned General Commercial (C) located at 4601 Anderson Highway on Tax Map 25-18C in Election District 4

**Summary of Item:** The proposal includes constructing a three-bay automotive repair building and a vehicle display area, with access provided from Lockin Road (Route 601). The property contains the existing Hi & Buy building, which historically operated as a gas station and convenience store but is not currently in operation. The applicant plans to keep the Hi and Buy building and convert it to office use.

Staff have proposed 15 conditions to address access, hours of operation, signage, lighting, and screening to address compatibility with adjacent residential and agricultural properties; however, staff is currently awaiting an updated Conceptual Layout Plan reflecting changes discussed with the applicant following the deferral at the November Planning Commission meeting.

The 2021 Comprehensive Plan designates this area as Crossroads, which supports modest-scale commercial development that complements the surrounding rural character.

**Dates Previously Considered by Planning Commission:** At its November 5, 2025, meeting, the Planning Commission deferred the application for 90 days to allow additional time to address concerns raised during the public hearing, particularly regarding site layout and the future use of the existing structure.

**Draft Motions:** **Move to approve / (or deny)** the Planning Commission Resolution for Conditional Use Permit Case #25-18-CUP (Super Structures GC, Inc.) to allow automotive repair and servicing and limited vehicle sales in the General Commercial zoning district on Tax Map Parcel 25-18C in Election District 4, subject to the imposed conditions as presented.

**Staff Recommendation:** \_\_\_\_\_ Approve        X   Deny      \_\_\_\_\_ See Comments

**Attachments:** Draft Resolution  
Staff Report

**Staff Contact:** Sean Clendening, Planner II, (804) 598-5621 x2301  
[sclendening@powhatanva.gov](mailto:sclendening@powhatanva.gov)

*If there are any questions, please call the staff / contact prior to the meeting.*

## PLANNING COMMISSION RESOLUTION

### CASE #25-18-CUP – SUPER STRUCTURES GC, INC.

AT A MEETING OF THE POWHATAN COUNTY PLANNING COMMISSION HELD ON FEBRUARY 3, 2026, IN THE VILLAGE BUILDING AUDITORIUM, 3910 OLD BUCKINGHAM ROAD, POWHATAN, VIRGINIA, THE FOLLOWING ACTION WAS TAKEN:

**A Resolution recommending approval of Case #25-18-CUP for a Conditional Use Permit to allow automotive repair and servicing and vehicle sales in the General Commercial (C) zoning district, on 2 acres at 4601 Anderson Highway, Tax Map No. 25-18C**

**WHEREAS**, Virginia Code § 15.2-2286(A)(3) enables the Powhatan County Board of Supervisors to grant conditional use permits under suitable regulations and safeguards; and

**WHEREAS**, Virginia Code § 15.2-2285(A) requires the Planning Commission to make recommendations to the Board of Supervisors on all land-use applications; and

**WHEREAS**, Super Structures GC, Inc. filed an application requesting a Conditional Use Permit (CUP) for automotive repair and servicing and vehicle sales in the General Commercial (C) zoning district, on approximately 2.0 acres at 4601 Anderson Highway (U.S. Route 60), Tax Map No. 25-18C, in Election District 4; and

**WHEREAS**, applicant plans to construct a new auto repair and servicing facility with limited vehicle sales; and

**WHEREAS**, pursuant to Zoning Ordinance Sec. 83-242, the use is permitted in the General Commercial zoning district with a CUP; and

**WHEREAS**, the conditions imposed below represent suitable regulations and safeguards to protect the neighboring properties from the impact of the CUP; and

**WHEREAS**, the County's Comprehensive Plan recommends this area as Bell Crossroads, which supports commercial services and related uses at this location; and

**WHEREAS**, pursuant to Virginia Code Section 15.2-2204, the Powhatan County Planning Commission advertised the request as required by law and held a public hearing on this application on February 3, 2026.

**NOW, THEREFORE, BE IT RESOLVED**, the Powhatan County Planning Commission finds that approval of this request is required by public necessity, convenience, general welfare, or good zoning practice.

**BE IT FURTHER RESOLVED**, the Powhatan County Planning Commission recommends approval of Conditional Use Permit Case #25-18-CUP, subject to the following imposed conditions:

1. Use. Automobile sales, repair, and servicing are permitted on the Property subject to these conditions. "Automobile" refers to typical passenger vehicles and does not include larger commercial-size or type trucks or other vehicles or equipment, including trailers.

2. Concept Plan. The layout and landscaping for the Use shall be in substantial conformance with the Conceptual Layout Plan and Landscape Plan both dated October 6, 2025, attached as Exhibit A and Exhibit B, respectively.
3. Access. Vehicular access shall be located generally as shown on the Concept Plan and shall require issuance of a commercial entrance permit from VDOT. The Owner shall comply with all applicable VDOT standards and permitting requirements, which may include, but are not limited to, obtaining an Access Management Exception (AM-E) for the proposed entrance. Final Site Plan approval shall not be granted until all required VDOT approvals have been obtained.
4. Site Plan. The Use shall not begin until a Site Plan is approved, all improvements have been installed by owner and approved by the County, and a change of use, or any other required approvals, have been obtained. The Use shall at all times comply with the approved Site Plan.
5. Automobile display. No more than 14 vehicles shall be displayed for sale. Automobiles shall only be displayed in designated locations shown on the approved Site Plan.
6. Automobile repair. All automobile maintenance and repair work shall be conducted within an enclosed building. All automobiles awaiting repair or customer pickup shall be stored only within the designated area shown on approved Site Plan or inside an enclosed building.
7. Screening. Automobiles needing or awaiting repair shall be screened from view of all public roads and adjacent properties. Existing vegetation may be used, but additional plantings may be required to obtain the appropriate screening. Vegetation that dies or is destroyed must be replaced.
8. Outside storage. No outside storage is permitted of vehicle parts, petroleum products, equipment, other supplies, or tools for vehicle repair.
9. Legal compliance. All county, state, and federal laws, regulations, and ordinances relating to automobile repair shall be observed, including, but not limited to, proper disposal of gasoline, batteries, antifreeze, brake fluid, and similar substances.
10. Signs. Signs shall be permitted as allowed by the Zoning Ordinance, subject to the following additional standards:
  - a. The automotive sales and repair building shall be limited to one (1) wall-mounted sign that shall not be illuminated, either internally or externally.
  - b. The existing freestanding pole sign located along Anderson Highway shall be removed and replaced with a single consolidated monument sign serving both the “Hi and Buy” and the automotive sales/ repair Use. The monument sign shall not exceed thirty (30) square feet in total sign area and may be externally illuminated only. All lighting shall be fully shielded and directed downward to prevent glare onto public rights-of-way and adjacent properties.
  - c. Attention-getting devices are prohibited. This includes, but is not limited to, any device or display intended to attract attention through noise, flashing lights, motion, or other visual effects.

Prohibited items include banners, flags, streamers, balloons, propellers, whirligigs, searchlights, and flashing or intermittent lighting.

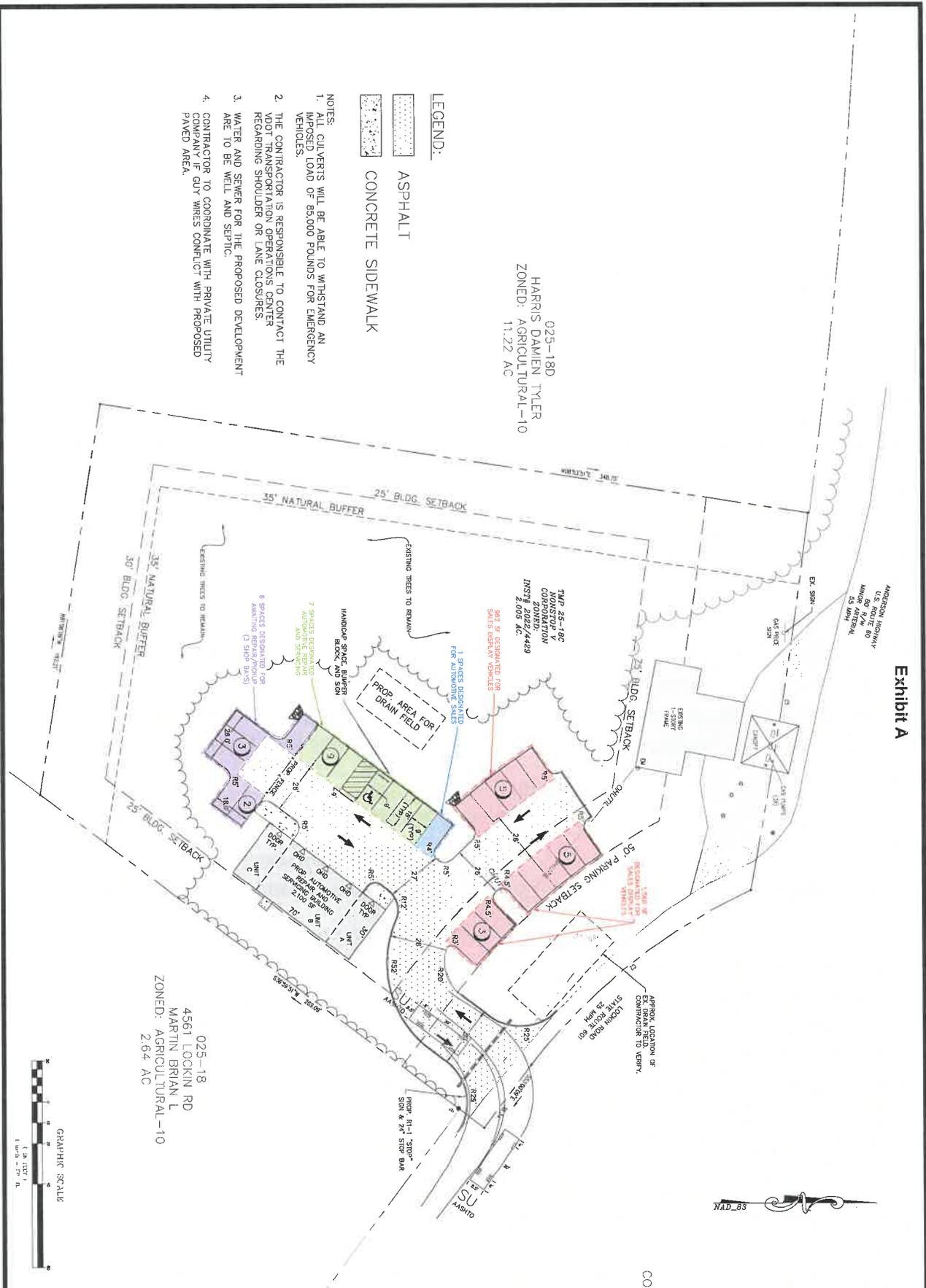
11. Hours of Operation. The operating hours shall be limited to between 7 a.m. and 7 p.m. Monday through Friday, and 8 a.m. to 6 p.m. Saturday and Sunday.
12. Lighting Plan. A detailed exterior lighting plan shall be submitted with the required Site Plan for review and approval by the County prior to installation or use of any exterior lighting on the Property. The lighting plan shall identify the location, height, fixture type, mounting details, illumination levels, shielding, and photometric information for all temporary and permanent exterior lighting. All exterior lighting shall be fully shielded and downward-directed to prevent glare and light spillover onto adjoining properties or public rights-of-way. Flashing, pulsating, or intermittent lighting is prohibited. Once approved, all exterior lighting shall conform to the approved plan and to applicable requirements of the Zoning Ordinance.
13. Expiration. This CUP expires on the last day of December 2031. Any application for renewal should be filed before the expiration date.
14. Revocation. Failure to comply with any condition of approval will result in enforcement action or revocation of this CUP by the Board of Supervisors following notice and opportunity for a hearing.
15. Transfer or lease. Prior to any transfer of ownership or lease of the Property, the Owner shall: (a) provide written notice to the Department of Community Development of the pending transfer or lease, and (b) provide written notice to the transferee or lessee of the existence of this Conditional Use Permit and all associated conditions, with a copy of such notice also provided to the Department.

**Recorded Vote:**

- Bobby Hall (District 1) \_\_\_\_\_
- Darlene Bowlin (District 2) \_\_\_\_\_
- Jessica Winall (District 3) \_\_\_\_\_
- Craig Hughes (District 4) \_\_\_\_\_
- Kenneth Hatcher (District 5) \_\_\_\_\_

# Exhibit A

Exhibit A



- LEGEND:**
- ASPHALT
  - CONCRETE SIDEWALK

- NOTES:**
1. ALL CULVERTS WILL BE ABLE TO WITHSTAND AN IMPOSED LOAD OF 85,000 POUNDS FOR EMERGENCY VEHICLES.
  2. THE CONTRACTOR IS RESPONSIBLE TO CONTACT THE VDOT TRANSPORTATION OPERATIONS CENTER REGARDING SHOULDER OR LANE CLOSURES.
  3. WATER AND SEWER FOR THE PROPOSED DEVELOPMENT ARE TO BE WELL AND SEPTIC.
  4. CONTRACTOR TO COORDINATE WITH PRIVATE UTILITY COMPANY IF GUY WIRES CONFLICT WITH PROPOSED PAVED AREA.

025-180  
HARRIS DAMIEN TYLER  
ZONED: AGRICULTURAL-10  
11.22 AC

025-18  
4561 LOCKIN RD  
MARTIN BRIAN L  
ZONED: AGRICULTURAL-10  
2.64 AC



NAD\_83

REV.	DATE	DESCRIPTION

DESIGN BY: Andrew Brown  
DRAWN BY: Andrew Brown  
CHECKED BY: Andrew Brown  
DATE: 10/09/15

SHEET  
**3**

JOB # 240691

NONSTOP V AUTO SERVICE  
**LAYOUT PLAN**

MACON DISTRICT      POWHATAN COUNTY, VIRGINIA

SILVERCORE  
LAND DEVELOPMENT CONSULTANTS

7110 FOREST AVENUE - SUITE 204    RICHMOND, VA 23226    (804) 282-6900





## Case #25-18-CUP: Super Structures

Staff Report Prepared for the Planning Commission

November 5, 2025

Updated: January 20, 2026

Submitted by Sean Clendening, Planner II

**(Updated Section: See X. Staff Recommendation)**

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### I. PUBLIC HEARINGS

Planning Commission: November 5, 2025 (Deferred)  
Planning Commission February 3, 2026  
Board of Supervisors: February 23, 2026

### II. IDENTIFICATION AND LOCATIONAL INFORMATION

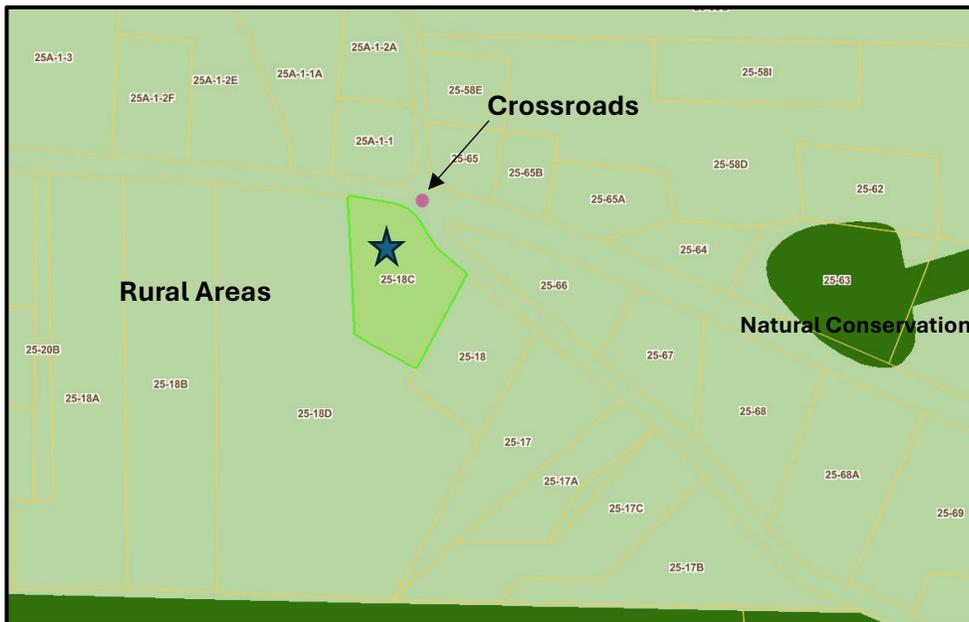
Request	Conditional Use Permit (CUP) for automotive repair and servicing and vehicle sales on approximately 2.0 acres zoned General Commercial (C).
Existing Zoning	General Commercial (C)
Parcel Size	2.00 acres
Parcel Tax Map	25-18C
Applicant	Super Structures GC, Inc.
Owner	NONSTOP V Corporation
Location of Property	The southwestern lot at the intersection of Route 60 and Lockin Road and across from Bell Road.
Electoral District	District 4
2021 Future Land Use Plan	Crossroads
Adjacent Zoning	North: Agricultural-10 (A-10) South: Agricultural-10 (A-10) East: General Commercial (C) West: Agricultural-10 (A-10)

Current Zoning Map – Subject Parcel Identified with Star



The lots indicated in red are General Commercial and the lots shown in green are Agricultural-10.

Future Land Use Map – Subject Parcel Identified with Star



Crossroads is indicated by the purple dot. The light green color indicates Rural Areas and the dark green is Natural Conservation.

### III. EXECUTIVE SUMMARY

Super Structures GC, Inc. is requesting approval of a Conditional Use Permit (CUP) to allow automotive repair, servicing, and vehicle sales on approximately 2.0 acres of land identified as Tax Map Parcel 25-18C, located on the south side of Anderson Highway (U.S. Route 60) at the intersection with Lockin Road. The site is currently developed with the existing *Hi & Buy* gas station. Under the General Commercial (C) zoning district, vehicle sales and servicing are permitted only by Conditional Use Permit. The property is designated Crossroads on the *2021 Comprehensive Plan's Future Land Use Map*.

The CUP would allow a small-scale vehicle sales and repair facility serving passenger vehicles only, excluding large commercial trucks, trailers, or heavy equipment. The new development area would be located behind the existing gas station with primary access from Lockin Road. The entrance will be constructed to VDOT commercial entrance standards and will require all necessary VDOT approvals, which may include an Access Management Exception (AM-E). There will be no vehicular connection between the gas station and the proposed automotive sales/repair use.

The vehicle display area will be situated near Lockin Road, within the required setback, and will be limited to no more than fourteen (14) vehicles as shown on the Conceptual Layout Plan (**attachment 1**). All automotive repair and servicing will occur entirely within the proposed building, and no outdoor storage of vehicle parts, petroleum products, tools, or supplies will be permitted.

Hours of operation will be limited to 7:00 a.m.–7:00 p.m., Monday through Friday, and 8:00 a.m.–6:00 p.m. on Saturday and Sunday. Development of the site shall be in substantial conformance with the *Conceptual Layout Plan* and *Landscape Plan* included with the application.

The property is located within an area designated Crossroads, where the Comprehensive Plan encourages commercial uses that serve and complement surrounding rural areas. The intersection of Lockin Road, Anderson Highway, and Bell Road currently includes three commercially zoned parcels, with two adjoining properties zoned Agricultural-10 (A-10). To ensure compatibility with the rural character of the area, the applicant has agreed to fifteen (15) conditions that address site design, hours of operation, landscaping, lighting, and signage. Wall-mounted signage will be non-illuminated, and only one monument sign, not exceeding 30 square feet, will be permitted as the site's freestanding sign.

With these restrictions and site improvements in place, staff finds the request acceptable and consistent with the intent of the Crossroads land use designation.

### IV. PROPERTY DESCRIPTION AND EXISTING CONDITIONS

The property consists of approximately 2.00 acres of land located at the intersection of Anderson Highway and Lockin Road containing ~ 185 feet of road frontage along Anderson Highway and ~ 200 feet of road frontage along Lockin Road. The property is located near other non-developed commercially zoned properties and is adjacent to agriculturally-zoned properties. The agricultural zoned property to the south contains a single-family dwelling.

There are no streams, wetlands, or flood hazard areas on the parcel. The property contains the existing one-story *Hi & Buy* building and is wooded where the new building will be located. Part of the property is cleared where overhead power lines exist. The submitted Landscaping Plan (**see**

attachment 1) shows where existing vegetation and trees will be preserved and where new plantings will be made.

### Visuals



North view from Lockin Road to Anderson Highway



"Hi and Buy" Store

Subject Site

South view from Lockin Road



Subject Site

## **V. LAND USE ANALYSIS**

The 2021 Comprehensive Plan Future Land Use Map designates the subject property as Crossroads, a category intended to accommodate modest-scale commercial growth that complements and serves surrounding rural areas. Uses within Crossroads areas are generally small in footprint, locally oriented, and compatible with the existing rural landscape.

The property includes the long-established “Hi & Buy” structure, which has operated as a gas station and convenience store for several decades and remains a recognizable commercial use at the intersection of Anderson Highway and Lockin Road. The proposed automotive sales and repair facility would be located behind this existing structure, accessed exclusively from Lockin Road, and designed to function as a secondary commercial use within the existing crossroads cluster. After consultation with VDOT, it was determined that not connecting the proposed automotive sales and servicing use to the existing Hi & Buy site was the preferred option to ensure safe and efficient traffic circulation along Lockin Road and Anderson Highway.

The proposed automotive repair building would be situated near the southeastern portion of the parcel, with the vehicle display area located approximately fifty (50) feet from the side property line fronting on Lockin Road. The site’s orientation helps maintain an orderly commercial pattern along the corridor while limiting visibility from Anderson Highway. Existing vegetation along the site’s perimeter will be preserved to the greatest extent practicable, consistent with the Landscaping Plan, and supplemented where necessary to enhance screening and maintain the area’s rural character.

To further buffer the use from the adjoining residential property to the south, a Type B landscape buffer will be required in accordance with the Zoning Ordinance. This buffer will provide visual screening between the uses and help preserve the area’s transitional character between commercial and rural residential properties.

Overall, the proposed use is consistent with the intent of the Crossroads designation by maintaining the small-scale, service-oriented character typical of Powhatan’s rural intersections while utilizing a site that has been in continuous commercial operation for many years.

## **VI. PUBLIC SERVICE ANALYSIS (Review by County Departments and State Agencies)**

### Building Department

The following comments were noted by the Building Inspections Department:

1. Addressing will need to be assigned by Zoning for each structure on the same lot.
2. The buildings will need to meet the applicable requirements of the adopted code based on when permits are applied for.
3. A soil analysis with engineered footing design will be required for all new commercial structures. The submitted plans must match the design criteria stated in the soil analysis.
4. The application states that the existing building operates as a gas station. This is incorrect as it is now being renovated and the proposed use in discussion is for office use.
5. Truncated domes will be required where the accessible entrance path meets the parking lot.

6. No design information has been provided as to where old car parts such as tires and other materials will be stored on the site.
7. No information has been provided for the ADA parking space measurements, signage, space width, etc. This information will be needed prior to permit issuance.
8. It is recommended that Zoning place a limit as to how many vehicles can be on the whole site in general, either operational or not. This may include fencing designed to limit the view of stored vehicles.
9. Additional comments may be noted once building permit applications are received.

#### Department of Public Works

The Department of Public Works has reviewed CUP, Super Structures. This parcel is not in the Utilities service area. The department has no reviews.

#### Fire/Rescue

No comments.

#### VDOT

See attached letter dated October 24, 2025 (**attachment 2**)

#### Health Department

- The existing septic system is located in an area that will be (at least partially) covered by the entrance and what appears to be the road culvert. Infiltrator chambers were used (based on VDH records), and there is no documentation within the VDH file that the ones utilized are traffic rated.
- The plan states that the proposed automotive repair building will be served by private septic and private well. Health Department permits will be required whether the applicant wishes to use existing systems on the property or install new systems on the property.
- Since the proposed structure will be commercial (i.e., not residential), the applicant will need to contact the Office of Drinking Water (ODW) with respect to the requirement for a waterworks permit.

## **VII. TRANSPORTATION AND TRAFFIC ANALYSIS**

Access to the proposed automotive sales and repair facility will be provided from Lockin Road (Route 601), a local road designated on the County's Major Thoroughfare Plan. Anderson Highway (U.S. Route 60), located immediately to the north, is classified as a Major Arterial (Existing). The property currently contains one existing commercial entrance serving the Hi & Buy gas station and convenience store located at the intersection of Lockin Road and Anderson Highway. The proposed development would establish a separate commercial entrance on Lockin Road to serve the new automotive sales and servicing use. No internal connection is proposed between the two commercial uses.

In its correspondence dated October 24, 2025, VDOT stated that it "takes no exception to this request." The letter notes that at the site plan review it will be required to confirm compliance with entrance spacing and design standards. Specifically, VDOT indicated that corner clearance on a Minor Side

Street shall be required in accordance with the VDOT Road Design Manual, Appendix F, Table 2-2, and Figure 4-5 of 225.

Based on the conceptual layout, the proposed commercial entrance would be located approximately 200 feet south of Anderson Highway, which will likely necessitate an Access Management Exception (AM-E). The applicant may request this exception from VDOT during the formal site-plan review process.

Traffic volumes in the immediate area are modest. The most recent available Average Daily Traffic (ADT) counts indicate approximately 60 vehicles per day along this segment of Lockin Road (Route 601) (2020), compared to approximately 11,000 vehicles per day along Anderson Highway (U.S. Route 60) (2022).

Using the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition, the proposed use (consisting of a small three-bay automotive repair garage with a limited vehicle-sales component of 14 display vehicles), is estimated to generate approximately 60 to 70 average daily trips (ADT), with about 8 to 10 trips during the weekday PM peak hour. This level of traffic represents a minor increase in overall volumes along Lockin Road and is not expected to adversely affect operations at the Anderson Highway intersection.

In summary, VDOT has raised no objections to the proposed Conditional Use Permit. Future review during the site-plan stage will ensure that all access, spacing, and design standards are met. While an Access Management Exception will likely be required due to corner-clearance constraints, the site's limited trip generation and location on a lightly traveled local road support the conclusion that the proposed use will have minimal transportation impacts on the surrounding network.

## **VIII. CUP CONDITIONS ANALYSIS**

The proposed conditions establish clear limits to ensure the use remains small in scale and compatible with the surrounding rural character. Key highlights include restrictions on hours of operation, signage, and lighting; requirements that all repair activities occur indoors; and screening and buffering between the use and adjacent residential property. Vehicle display will be limited to 14 cars, with no outdoor storage of parts or equipment. Access will be taken exclusively from Lockin Road in accordance with VDOT standards, and the CUP will expire December 31, 2031, unless renewed.

### **The conditions are as follows:**

1. **Uses.** Automobile sales, repair, and servicing are permitted on the Property subject to these conditions. "Automobile" refers to typical passenger vehicles and does not include larger commercial-size or type trucks or other vehicles or equipment, including trailers.
2. **Concept Plan.** The layout and landscaping for the Uses shall be in substantial conformance with the Conceptual Layout Plan and Landscape Plan both dated October 6, 2025, attached as Exhibit A and Exhibit B, respectively.
3. **Access.** Vehicular access shall be located generally as shown on the Concept Plan and shall require issuance of a commercial entrance permit from VDOT. The Owner shall comply with all applicable

VDOT standards and permitting requirements, which may include, but are not limited to, obtaining an Access Management Exception (AM-E) for the proposed entrance. Final Site Plan approval shall not be granted until all required VDOT approvals have been obtained.

4. Site Plan. The Uses shall not begin until a Site Plan is approved, all improvements have been installed by owner and approved by the County, and a change of use, or any other required approvals, have been obtained. The uses shall at all times comply with the approved Site Plan.

5. Automobile display. No more than 14 vehicles shall be displayed for sale. Automobiles shall only be displayed in designated locations shown on the approved Site Plan.

6. Automobile repair. All automobile maintenance and repair work shall be conducted within an enclosed building. All automobiles awaiting repair or customer pickup shall be stored only within the designated area shown on approved Site Plan or inside an enclosed building.

7. Screening. Automobiles needing or awaiting repair shall be screened from view of all public roads and adjacent properties. Existing vegetation may be used, but additional plantings may be required to obtain the appropriate screening. Vegetation that dies or is destroyed must be replaced.

8. Outside storage. No outside storage is permitted of vehicle parts, petroleum products, equipment, other supplies, or tools for vehicle repair.

9. Legal compliance. All county, state, and federal laws, regulations, and ordinances relating to automobile repair shall be observed, including, but not limited to, proper disposal of gasoline, batteries, antifreeze, brake fluid, and similar substances.

10. Signs. Signs shall be permitted as allowed by the Zoning Ordinance, subject to the following additional standards:

a. The automotive sales and repair building shall be limited to one (1) wall-mounted sign that shall not be illuminated, either internally or externally.

b. The existing freestanding pole sign located along Anderson Highway shall be removed and replaced with a single consolidated monument sign serving both the “Hi and Buy” and the automotive sales/repair uses. The monument sign shall not exceed thirty (30) square feet in total sign area and may be externally illuminated only. All lighting shall be fully shielded and directed downward to prevent glare onto public rights-of-way and adjacent properties.

c. Attention-getting devices are prohibited. This includes, but is not limited to, any device or display intended to attract attention through noise, flashing lights, motion, or other visual effects. Prohibited items include banners, flags, streamers, balloons, propellers, whirligigs, searchlights, and flashing or intermittent lighting.

11. Hours of Operation. The operating hours shall be limited to between 7 a.m. and 7 p.m. Monday through Friday, and 8 a.m. to 6 p.m. Saturday and Sunday.

12. Lighting Plan. A detailed exterior lighting plan shall be submitted with the required Site Plan for review and approval by the County prior to installation or use of any exterior lighting on the Property. The lighting plan shall identify the location, height, fixture type, mounting details, illumination levels, shielding, and photometric information for all temporary and permanent exterior lighting. All exterior lighting shall be fully shielded and downward-directed to prevent glare and light spillover onto adjoining properties or public rights-of-way. Flashing, pulsating, or intermittent lighting is prohibited. Once approved, all exterior lighting shall conform to the approved plan and to applicable requirements of the Zoning Ordinance.

13. Expiration. This CUP expires on the last day of December 2031. Any application for renewal should be filed before the expiration date.

14. Revocation. Failure to comply with any condition of approval will result in enforcement action or revocation of this CUP by the Board of Supervisors following notice and opportunity for a hearing.

15. Transfer or lease. Prior to any transfer of ownership or lease of the Property, the Owner shall: (a) provide written notice to the Department of Community Development of the pending transfer or lease, and (b) provide written notice to the transferee or lessee of the existence of this Conditional Use Permit and all associated conditions, with a copy of such notice also provided to the Department.

## **IX. COMPREHENSIVE PLAN ANALYSIS**

The subject property is identified as Crossroads in the 2021 Comprehensive Plan. Crossroads are traditionally key intersections where rural businesses can serve residents and farmers. Development in areas designated Crossroads should be compatible with the general rural character of Powhatan County. Additionally, these areas can support new growth in the county.

The proposed automotive repair and sales development would help promote growth in the county but would not promote the historic character or function of the area. As a more modest commercial development, the number of trips generated from this site would not negatively impact the area as badly as some other commercial development can. The Comprehensive Plan states that Crossroads should be semi-rural in nature and should serve the local and tourist community. The proposed development would offer services for residents of Powhatan County and could see some visitors from nearby counties.

## **X. STAFF RECOMMENDATION (see Update – January 20, 2026)**

**Staff recommends approval** of the Conditional Use Permit request for Tax Map Parcel 25-18C, subject to the proposed conditions. The property is already zoned General Commercial and contains an existing commercial structure that has long served as the Hi & Buy gas station and convenience store.

The conditions provide a high degree of assurance that the use will operate in a manner compatible with surrounding properties and will not be detrimental to the area's rural and residential character. Restrictions on hours of operation, signage, lighting, vehicle display, and outdoor storage—along with requirements for buffering and VDOT-approved access—help ensure that potential impacts are minimized.

Overall, staff finds the request to be reasonable and consistent with the intent of the Crossroads land use designation

**Update: January 20, 2026** - Following the **Planning Commission's November 5, 2025, deferral**, staff met with the property owner in early December 2025 to discuss whether additional CUP conditions or site modifications could address concerns raised during the public hearing—particularly those related to the future use of the existing “Hi & Buy” structure, which has historically operated as a gas station and convenience store.

During these meetings, staff requested that the applicant submit an updated Conceptual Layout Plan to reflect any agreed-upon changes so they could be evaluated and incorporated into enforceable conditions of approval. During the meeting, the applicant concurred with several key changes. First, the proposed automotive repair and sales area would be shifted approximately 20 feet to the northeast, increasing the building setback from the adjoining residential property (Tax Map Parcel 25-1B, 4561 Lockin Road) to a total of 45 feet. Second, the applicant concurred that the existing Hi & Buy structure would no longer be used as a gas station or convenience store, but instead would be converted to a professional office, an allowable by-right use in the General Commercial zoning district. The applicant further stated that access to the professional office would be provided from the rear of the building, with the existing front access limited to ADA accessibility only, and that parking for the office would be accommodated at the rear of the property using the proposed access shown on the Conceptual Layout Plan.

Despite these discussions and points of concurrence, staff has not received a revised Conceptual Layout Plan reflecting the proposed building relocation, access configuration, and parking arrangement. **Without this information, staff cannot confirm that the changes discussed have been incorporated or adequately evaluated and therefore recommends denial of the CUP request at this time.**

## **XI. PLANNING COMMISSION MOTION**

Case #25-18-CUP (Super Structures GC, Inc.)

Request for a Conditional Use Permit to allow automotive repair and servicing and limited vehicle sales in the General Commercial (C) zoning district on Tax Map Parcel 25-18C.

### **Recommended Motions:**

**Move to approve** the Planning Commission Resolution for Case #25-18-CUP (Super Structures GC, Inc.) to allow automotive repair and servicing and limited vehicle sales in the General Commercial zoning district on Tax Map Parcel 25-18C, subject to the conditions provided in the staff report.

**Move to deny** the Planning Commission Resolution for Case #25-18-CUP (Super Structures GC, Inc.) to allow automotive repair and servicing and limited vehicle sales in the General Commercial zoning district on Tax Map Parcel 25-18C.

**ATTACHMENTS**

1. Application with Conceptual Layout Plan and Landscaping Plan
2. VDOT Letter – October 24, 2025
3. Building Visual

**END OF DOCUMENT**

# Attach.1: CUP Application with Concept Plan & Landscaping Plan



**County of Powhatan, Virginia**  
 Conditional Use Permit  
 Application

For Office Use Only	
Case Number	25-18-CUP

Powhatan County, Virginia  
 Department of Community Development  
 3834 Old Buckingham Road: Suite F  
 Powhatan, VA 23139

Applicant Information	
Name of Applicant	Super Structures GC, Inc.
Mailing Address	2420 New Dorset Ter. Powhatan, VA 23139
Phone Number	804-379-9900
Email Address	rickjr@ssgcinc.com

Owner Information <small>(Complete this section if the applicant is not the current property owner)</small>	
Name of Owner	NONSTOP V Corporation
Mailing Address	8714 Midway Road Henrico, VA 23229
Phone Number	804-944-6523
Email Address	Dildar52@gmail.com

If the applicant is not the owner, the applicant must provide written documentation that the current property owner consents to the application (see form entitled *Consent of Owner(s) to Request Rezoning*).  
 If there are multiple owners, all owners must sign the application or provide other documentation consenting to the

Applicant Representative <small>(Complete this section if correspondence should be directed to someone other than the applicant)</small>	
Name of Representative	SilverCore
Mailing Address	7110 Forest Ave, Suite 204 Richmond, VA 23226
Phone Number	804-282-6900
Email Address	andrew.bowman@silvercore.us

<b>Parcel Information</b>	
Tax Map Number	25-18C
Physical Address	4601 Anderson Highway
General Description of Property Location	The 2.0-acre parcel is located at the southwest corner of the intersection of Anderson Highway and Lockin Road
Election District	District 4 (Powhatan Courthouse/Mt. Zion)
Total Acreage	2.0 acres
Current Zoning	Commercial
Countywide Future Land Use: Land Use Designation	Rural Areas
<b>Proposed Use</b>	
Proposed Use (Identify Use Listed in Zoning Ordinance)	Automotive repair & servicing, automotive sales
Proposed Use: Detailed Description	The project proposes a new 2,100 sf building which will serve as an automotive repair/servicing shop (3 bays) and an automotive sales office; the total number of cars for sale on the site will be limited to 13; in accordance with County parking standards, the site will contain 27 parking spaces (13 sales, 1 sales customers, 7 auto repair customer, 6 repair pickup). Attached to this application is a conceptual layout plan for the site.
If this request is approved, will new structures be constructed?	Yes, if approved a 2,100 sf building will be constructed on the site.
Are there existing structures on the subject property?	Yes, there is an existing 1,863 sf building on the north side of the property that operates as a gas station and store. The proposed development will not be connected to the existing operation.
Will the proposed use connect to public water and/or sewer?	No, private well an septic
Will the proposed use have direct access to a public road?	yes, the proposed entrance connects to Lockin Rd.

A conceptual plan that shows the general configuration of the proposed development, including land uses, building locations (existing and proposed), pedestrian and vehicular circulation, open space, and resource protection areas, should be submitted with the application. This plan should also include measurements on how far existing and proposed structures, parking areas, and other activities associated with the proposed use will be from property lines.

<b>Proposed Use (Continued)</b>	
<p>Describe any impacts the proposed use may have on adjacent properties and the surrounding neighborhood (e.g. noise, glare, smells, traffic, etc.).</p>	<p>The property is heavily wooded and as shown on the submitted landscaping plan, existing trees located to the western and southwestern property lines will remain in order to create a strong natural buffer. And to the southeast property line, as required by County Code, a 15 ft landscaped "type b" buffer will be provided; to the northeast property line (front - Lockin Rd) a 40 ft "type b" landscaped buffer will be provided. Other trees will be planted on the site (see parking areas) as shown on the landscaping plan.</p> <p>The property contains an existing gas station/store that will not be connected to this development. To the southeast, the adjoining parcel contains an existing single family dwelling and the proposed building would be located roughly 200 ft from this dwelling. The west, the adjoining parcel is heavily wooded with no structures.</p> <p>A photometric lighting plan will be submitted as part of the Site Plan review process, and in accordance with County Code all lighting will be downward pointing and shielded to prevent light spill over from the site.</p> <p>The proposed use is not expected to produce smells, glare, or other undue burdens on surrounding properties. Vehicles on the site will be parked on the site as shown as shown on the Conceptual Layout plan and no additional "overflow" vehicles will be allowed to be parked on the site.</p> <p>Attachments: Survey, Conceptual Layout Plan, &amp; Landscaping Plan</p>

**List of Adjacent Property Owners**

Tax Map No.	Owner Name	Mailing Address
25-18D	Harris, Damien Tyler	2953 Sandy Hook Rd Sandy Hook, VA 23153
25-18	Martin, Brian L	4561 Lockin Rd Powhatan, VA 23139
25-66	Cooper Louis T & Jacqueline J. Trs	3700 Iroquois W Circle Sandston, VA 23150
25-65	Alston Henry and Marjorie	4500 Bell Rd Powhatan, VA 23139
25A-1-1	Nichols, John T Inc	1473 White Rock Rd Scottsville, VA 24590

Note: Adjacent properties include those across roadways, waterways, railroads, and municipal boundaries.

**Statement of Validity of Information**

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

I, 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 provide 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.

Signature of Applicant

Name of Applicant (Printed)

Sebghat Dildar

Commonwealth of Virginia  
County of Henrico, to wit:

Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by Sebghat Dildar, whose name is signed to the above, on this 9th day of October 2025.

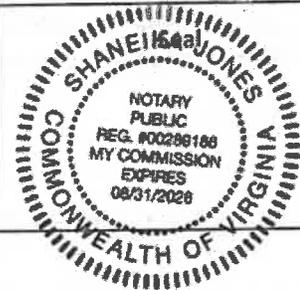
Notary Public

Commission Expires

8/31/2028

Notary Number

00289186



**Ownership Disclosure**

List below the names and addresses of all owners or parties in interest of the land subject to this request.

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 stock holders owning ten percent or more of such stock must be listed.

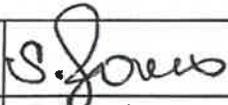
Name	Address
NONSTOP V CORPORATION (DILDAR SEBGHAT 100% OWNER)	8714 MIDWAY ROAD, HENRICO VA 23229

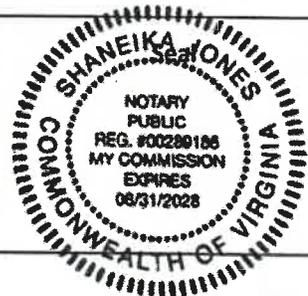
I, Sebghat Dildar, do hereby swear and affirm to the best of my knowledge and belief, the above information is true and that I am the applicant requesting a conditional use permit for Tax Map 025-18c. If the information listed above changes at any time while this request is being considered, I will provide Powhatan County with an updated list of owners.

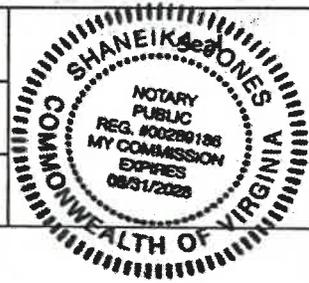
Signature of Applicant	
Name of Applicant (Printed)	Sebghat Dildar

Commonwealth of Virginia  
County of Henrico to wit:

Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by Sebghat Dildar, whose name is signed to the above, on this 9th day of October 2025.

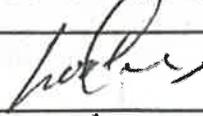
Notary Public	
Commission Expires	8/31/2028
Notary Number	00289186



Consent of Owner(s) to Permit Request		
If the applicant is not the owner, the applicant must provide written documentation that the current property owner consents to the conditional use permit (CUP) application.		
I, <u>Sebghat Dildar</u> , am the owner of the property subject to this CUP request and consent to the request submitted by <u>Super Structures Co. Inc</u> (Applicant) for a CUP to allow <u>Roofing</u> (Requested Use) on Tax Map <u>025-18C</u> .		
Signature of Owner		
Name of Owner (Printed)	<u>Sebghat Dildar</u>	
Commonwealth of Virginia County of <u>Henrico</u> , to wit:		
Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by <u>Sebghat Dildar</u> , whose name is signed to the above, on this <u>9th</u> day of <u>October</u> 20 <u>25</u> .		
Notary Public	<u>S. Jones</u>	
Commission Expires	<u>8/31/2028</u>	
Notary Number	<u>00289186</u>	

**Applicant's Permission for Inspection of Property**

I, Sebghat Dildar, hereby grant access to the Director of Community Development, 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.

Signature of Applicant	
Name of Applicant (Printed)	<u>Sebghat Dildar</u>

Commonwealth of Virginia  
County of Henrico, to wit:

Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by Sebghat Dildar, whose name is signed to the above, on this 9th day of October 2025.

Notary Public	<u>S. Jones</u>
Commission Expires	<u>8/31/2028</u>
Notary Number	<u>00289186</u>



**Review Checklist  
(For Office Use Only)**

This form will be completed by the Department of Community Development as the application is reviewed.

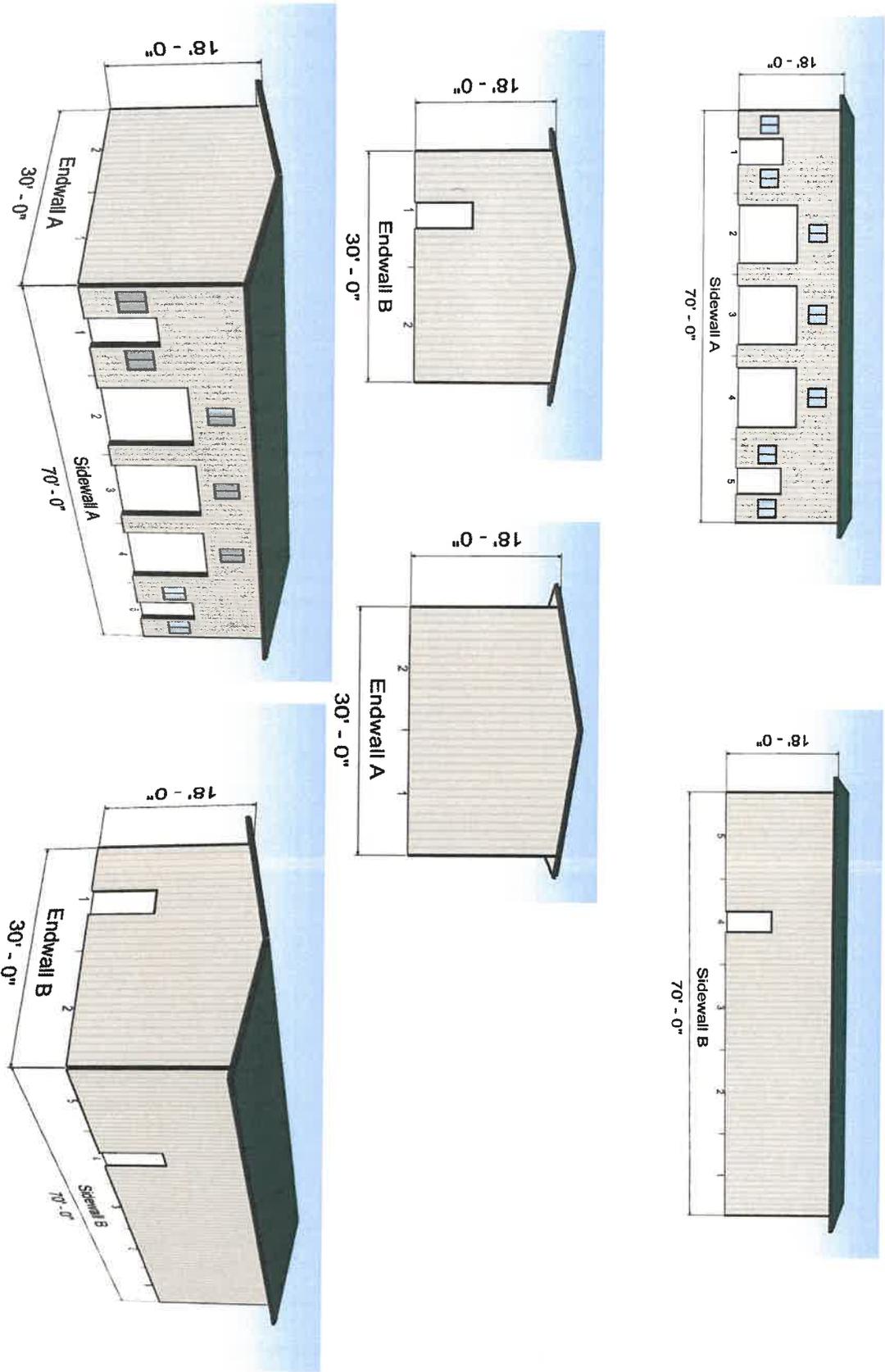
Action	Date of Action	
Application Submitted	September 2, 2025	
Application Deemed Complete	October 9, 2025	
Application Routed to Reviewing Agencies	September 10, 2025	
Comments Received from Reviewing Agencies	Building Inspections	
	Environmental	
	Public Works	
	Sheriff	
	Fire	
	Health	
	Transportation	
	Other	
Planning Commission: Notice in Newspaper	October 22 and 29th, 2025 (Powhatan Today)	
Planning Commission: Letters Sent to Adjoining Property Owners	October 22, 2025	
Planning Commission: Public Hearing	November 5, 2025	
Planning Commission: Recommendation Made		
Board of Supervisors: Notice in Newspaper		
Board of Supervisors: Letters Sent to Adjoining Property Owners		
Board of Supervisors: Public Hearing		
Board of Supervisors: Recommendation Made		







# Attach. 2: Building Visual



# Attach. 3: VDOT Letter



## COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
RICHMOND DISTRICT  
2430 Pine Forest Drive  
COLONIAL HEIGHTS, VA 23834  
[www.VDOT.Virginia.gov](http://www.VDOT.Virginia.gov)

**Stephen C. Brich, P.E.**  
COMMISSIONER

Mr. Sean Clendening  
Planner II  
Planning and Zoning Department  
Powhatan County  
3834 Old Buckingham Road, Suite F  
Powhatan, Virginia 23139-7051

October 24, 2025

REFERENCE: **25-XX-CUP - Nonstop V auto Service  
(District: Macon/Smiths Crossroads)  
Date VDOT Received: 10/08/25  
Tax Map numbers 25-18  
Located on South side of Anderson Hwy, (Rt. 60)  
Rt. 601, Lockin Rd., Local, 25 MPH - AADT 60  
Rt. 684, Bell Rd., Minor Collector, 45 MPH, AADT=1,300  
Rt. 60, Anderson Hwy., Principal Arterial, 55 MPH, AADT=9,800**

Dear Mr. Clendening:

The Virginia Department of Transportation Chesterfield Residency Land Use has reviewed the request submitted for the conditional rezoning of the parcel at TM #25-18 to permit the sale and servicing of vehicles. The subject parcel is located at 4601 Anderson Highway, at the intersection of Anderson Hwy and Lockin Road in the eastern part of the county. The existing zoning of the parcel is General Commercial (C) which allows both automotive repair and servicing, as well as vehicle sales as conditional uses within the district. The applicant intends to maintain the use of the existing gas station as shown on the Conceptual Plan.

The review of the Layout Plan dated 10/06/25 provides a separate entrance for the auto sales and automotive repair facility, and VDOT offers the following comments:

VDOT recommendations and conditions regarding the requested rezoning are as follows:

1. The existing and proposed entrance locations shall be reviewed as part of the site plan review. Anderson Highway is a Principal Arterial Partial Entrance with a 55 MPH speed limit and Lockin Road is a Local with a 25 MPH speed limit and existing and proposed entrances shall be reviewed as part of a future site plan subject to approval of VDOT.

2. While trip generation was not provided with the conditional rezoning application, the proposed land uses do not appear to exceed the 5,000 vehicle per day threshold to require a Traffic Impact Analysis (TIA) report. The County may require the applicant to provide a traffic study to summarize the impact of site traffic on the surrounding road network and any mitigation measures necessary to address the impact of site traffic.
3. VDOT will require the applicant to provide turn lane warrants based on the project site traffic with the submission of a site plan.
4. The Layout Plan included with the conditional rezoning application is shown with frontage along US Route 60 for the existing use and a separate entrance along Route 601 for the proposed use.
5. Right of Way along Lockin Road shall be dedicated to Powhatan County.
6. Corner Clearance on a Minor Side Street shall be required in accordance with the VDOT Road Design Manual Appendix F Table 2-2 and Figure 4-5 of 225 feet.
7. An entrance Throat distance of 35' shall be required in accordance with VDOT Road Design Manual Appendix F Table 4-2.
8. A Site Plan is required to be submitted and approved as part of the Construction Process and an approved VDOT Land Use Permit for any work within the Right of Way.

**The Virginia Department of Transportation takes no exception to this request for the identified proposed use of this property.**

Please contact me, at (804) 674-2906 by email [Paul.Bodie@vdot.virginia.gov](mailto:Paul.Bodie@vdot.virginia.gov), or Dustin Dunnagan at (804) 674-2384 by email [Dustin.Dunnagan@vdot.virginia.gov](mailto:Dustin.Dunnagan@vdot.virginia.gov), should you have any questions or concerns regarding this rezoning.

Sincerely,



Paul G. Bodie, P.E..

Trans. Engr. I/Chesterfield Residency Land Use  
Virginia Department of Transportation

CC:

Ligon Webb	- Powhatan County Planning Director
Jonus Eppert	- Powhatan Co. Env. Coord.
Charity Gold	- Powhatan Co. Planner II
Andrew Bowman	- Silvercore