



NELSON COUNTY PLANNING COMMISSION

Meeting Agenda

October 22, 2025

General District Courtroom, 3rd Floor, Nelson County Courthouse, Lovingston

- **7:00 – Meeting Convenes / Call to Order**
- **Public Hearings:**
 - **SUP #250278 – Request for Extension of SUP #240239 (Dwelling Units in B-1 Business at 622 Front Street)**
 - **SUP #250263 – Campground in A-1 Agriculture (Morse Lane, Arrington)**
 - **SUP #250260 – Conference Center in A-1 Agriculture (The Monroe Institute, Faber)**
- **Board of Supervisors Report**
- **Other Business**
- **Upcoming Scheduled Meetings:**
 - **November 19, 2025 (third Wednesday to accommodate Thanksgiving Holiday)**

Nelson County Planning Commission

To: Planning Commission

From: Dylan M. Bishop, Director of Planning & Zoning *DMB*

Date: October 22, 2025

Re: SUP #250278 – Request for Extension of SUP #240239 (Dwellings in B-1)
– 622 Front Street

BACKGROUND: This is a request for an extension of an existing approved special use permit for dwellings on property zoned B-1 Business.

Public Hearings Scheduled: PC – October 22; BOS – November 13 (tentative)

Location / Election District: 622 Front Street / East District

Tax Map Number(s) / Total Acreage: 58B-3-2 / < 1 acre +/- total

Applicant/Owner Contact Information: Jesse & Alexandra Lopez Low / 4526 Turkey Sag Road, Shadwell, VA / 434-996-9681, jllopezlow@gmail.com / 831-229-8070, amlopezlow@gmail.com

Comments: The owners completed renovation on an existing structure at 622 Front Street, to be utilized for mixed use: two long term residential rental units, and commercial space on the lower level. The property previously held a Special Use Permit for a dwelling, which expired after more than 2 years of vacancy. The BOS approved SUP #240239 on November 14, 2024, with the condition that the dwelling units are not permitted to be utilized as short term rentals. The owners are requesting an extension of the approved SUP for an additional year, as the units are not yet occupied.

DISCUSSION:

Land Use / Floodplain: This area is primarily mixed use in nature. Zoning in the vicinity is B-1 Business and R-2 Residential. There are no floodplains or streams located on this property.

Access / Traffic / Parking: Per Section 12-7-3, this area is exempt from minimum off-street parking requirements.

Comprehensive Plan: This property is located in Lovington, which is designated as a *Community Hub* by the Nelson 2042 Future Land Use Map. The core concept is to “prioritize regional scale development, redevelopment, and infill within Lovington to protect the rural landscape, ensure more efficient and effective provision of community services, bolster economic development, and improve quality of life.” Primary land use types include all types of housing, mixed use units, commercial, professional and offices, among others.

Relevant planning guidelines in this area include preserving existing structures while allowing for a mix of uses, fostering development of a variety of housing types, and encouraging infill development and retrofitting of existing buildings.

Recommendation: With a new zoning ordinance forthcoming that allows for mixed use in Lovington, staff is recommending approval of this request for an extension. The Planning Commission should recommend approval of SUP #250278, a one-year extension of SUP #240239 for a dwelling units in B-1 Business at 622 Front Street, with existing condition, to the Board of Supervisors.

All applications for Special Use Permits shall be reviewed using the following criteria:

- a. The use shall not tend to change the character and established pattern of development of the area or community in which it proposes to locate;
- b. The use shall be in harmony with the uses permitted by right in the zoning district and shall not affect adversely the use of neighboring property;
- c. The proposed use shall be adequately served by essential public or private services such as streets, drainage facilities, fire protection and public or private water and sewer facilities; and
- d. The proposed use shall not result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance.



PERMIT APPLICATION:

Nelson County Department of Planning & Zoning

TO THE ZONING ADMINISTRATOR: SUP #250278
application type *application number*

1. The undersigned hereby petitions the Planning Commission and/or Board of Supervisors for approval of the following (check appropriate box):

- | | |
|---|--|
| ☒ Special Use Permit | ☐ Subdivision |
| ☐ Rezoning from _____ to _____ | ☐ Site Plan – Minor |
| ☐ Conditional Rezoning from _____ to _____ | ☐ Site Plan – Major |
| ☐ Other: _____ | |

Reason(s) for request:

Extention of special use permit - Construction took longer then expected and a new owner will not occupy the property by the expiration fo the permit. Requesting permit for 1 year.

(Please use reverse or attach additional sheet if more space is needed.)

2. Applicant(s) and Property Owner(s):

(Please provide names of applicants and property owners and indicate applicable title; if applicant is not the property owner, please show relationship, i.e. lessee, contract purchaser, etc.)

☒ Applicant ☒ Property Owner Name: Jesse Lopez Low

Mailing Address: 4526 Turkey Sag Rd. Keswick VA 22947 United States

Telephone #: 4349969681 Email Address: jillopezlow@gmail.com

Relationship (if applicable):

☒ Applicant ☒ Property Owner Name: Alexandra Lopez Low

Mailing Address: 4526 Turkey Sag Rd. Keswick VA 22947 United States

Telephone #: 4349969681 Email Address: jillopezlow@gmail.com

Relationship (if applicable):

(Please attach additional sheet if more space is needed for applicant(s) / property owner(s) info.)

3. Location and Characteristics of Subject Property:

a. Address of Property (specific location, route numbers, street names, voting district, etc.):
622 Front St. Lovington VA 22949

b. Official tax map number: 58B-3-2

c. Acreage of property:

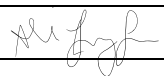
d. Present use:

e. Present zoning classification:

f. Zoning classification of surrounding properties:

4. Affidavit: The undersigned applicant(s) and/or property owner(s) certifies that this application and the foregoing answers, statements, and other information herewith submitted are, in all respects, true and correct to the best of their knowledge and belief. Also, the applicant(s) and/or property owner(s) gives permission for members of the Planning Commission, Board of Supervisors, and County Staff to visit and view the subject property.

Signature:  Printed Name: Jesse Lopez Low

Signature:  Printed Name: Alexandra Lopez Low

(Please attach additional sheet if more space is needed for applicant(s) / property owner(s) signatures.)

5. Additional information: *(Please attach separate sheet for additional details, explanations, etc.)*

6. Please note: In the event of cancellation or postponement at your request after the initial newspaper advertisement for this application, an additional fee will apply for re-advertisement (determined by the actual cost of the ad). This fee will not apply in cases of Planning Commission or Board of Supervisors deferment.

-----TO BE COMPLETED BY PLANNING & ZONING STAFF-----

Pursuant to Article _____, Section _____ of the Nelson County Zoning Ordinance.
Pursuant to Section _____, Subsection _____ of the Nelson County Subdivision Ordinance.

- Completed application and fee (\$ _____) received on _____
- Hearing Notice published on _____
- Planning Commission action: Date of Meeting / Hearing: _____
Recommendation: _____
- Board of Supervisors action: Date of Hearing: _____ Date of Decision: _____
Action: _____

Nelson County Planning & Zoning Department

(Mailing Address) P.O. Box 558, Lovington, Virginia 22949 | *(Physical Address)* 80 Front Street, Lovington, Virginia 22949
(Telephone Number) 434 263-7090 or Toll Free 888 662-9400, selections 4 & 1 | *(Fax Number)* 434 263-7086
<http://www.nelsoncounty-va.gov/departments/planning-zoning/>

DEPARTMENT OF
PLANNING & ZONING



PLANNING COMMISSION
BOARD OF ZONING APPEALS

January 22, 2025

Jesse & Alexandra Lopez Low
4526 Turkey Sag Road
Sent Via E-mail

Dear Applicant:

This letter acknowledges that on October 23, 2024 the Nelson County Planning Commission reviewed your Special Use Permit application #240239 requesting County approval to utilize an existing building for mixed commercial and residential use on property zoned B-1 Business. After the hearing concluded, the PC voted to recommend approval to the Board of Supervisors, with the condition that the dwelling units shall not be utilized as short term rentals.

On November 14, 2024, the Board of Supervisors (BOS) held a public hearing regarding your application and voted to approve the Special Use Permit, with the condition that:

1. The dwelling units shall not be utilized as short term rentals.

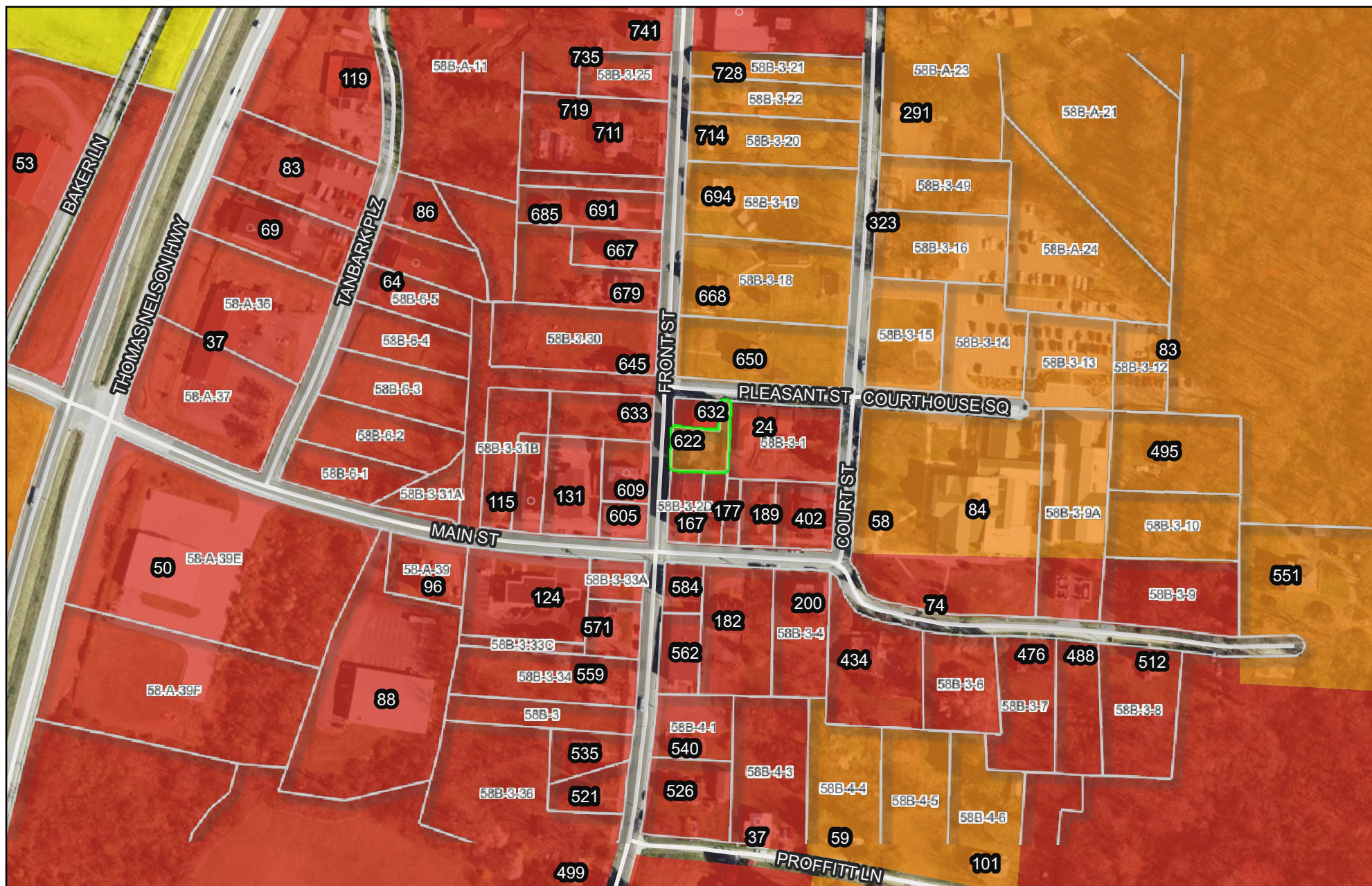
Please note that Zoning Ordinance Article 12, Section 3-8-b ("Expiration") establishes a 12-month deadline from the date of SUP approval in which you must establish the authorized use; and if the use is not established in 12 months (November 14, 2025) the SUP will "automatically terminate without notice and become null and void."

Please also note that if you have any questions, concerns, and/or requests for assistance at this time, don't hesitate to let us know.

Thank you very much,

A handwritten signature in black ink that reads "Dylan M Bishop".

Dylan M. Bishop, CZA, CFM
Planning & Zoning Director
Nelson County, Virginia

$$1'' = 198'$$


THIS MAP IS PROVIDED WITHOUT WARRANTY OF ANY KIND, either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Site-specific information is best obtained after an onsite visit by a competent professional.

Nelson County, Virginia

Addresses

Zoning

Agricultural District A-1 (2)

Business District B-1 (0)

Business District B-2 (1)

Conservation District C-1 (3)

Industrial District M-2 (9)

 Limited Industrial District M-1
(8)

Residential District R-1 (4)

Residential District R-2 (5)

 Service Enterprise District
SE-1(7)

 Residential Planned Community
RPC (6)

Roads

Nelson County Planning Commission

To: Planning Commission

From: Dylan M. Bishop, Director of Planning & Zoning *DMB*

Date: October 22, 2025

Re: SUP #250263 – Campground in A-1 – Morse Lane

BACKGROUND: This is a request for a special use permit for a campground use on property zoned A-1 Agriculture.

Public Hearings Scheduled: P/C – October 22; Board – November 13 (tentative)

Location / Election District: Morse Lane (Arrington) / South District

Tax Map Number(s) / Total Acreage: 76-5-4, 76-5-5 / 35.92 acres, 77.5 acres

Applicant/Owner Contact Information: Timothy Masters, Nelson Morse Lane Land Trust

Comments: This property is currently vacant. The owner is proposing to develop a large campground with a mixture of RV slips and tent sites. The site plan submitted shows a minimum of 60 sites on TM #76-5-5, and an additional 25 sites on TM #76-5-4. An engineered site plan would be required if ultimately approved.

DISCUSSION:

Land Use / Floodplain: This area is residential and rural in nature. Zoning in the vicinity is A-1 Agriculture. There is some regulatory floodplain on the property, although no development is proposed in this area. The property adjoins the Nelson County Transfer Station.

Access / Traffic / Parking: The property is accessed by an existing entrance on Morse Lane, and existing road scars access the remainder of the properties. Any comments from VDOT will be provided at the meeting.

Utilities: The applicant would be required to comply with the Health Department's regulations for a campground (3+ sites). There are no utilities proposed at the individual sites. The request currently proposes a dumping station located at the entrance/exit to the property. Any additional comments from VDH will be provided at the meeting.

EMS: The turnaround circle shown on the site plan will be required to be constructed to ensure fire apparatus can navigate.

Land Disturbance: Should land disturbance exceed 10,000 sf, an Erosion and Sediment Control Plan would be required. Should disturbance exceed 1 acre, a Stormwater Management Plan would be required by DEQ.

Comprehensive Plan: This property is located in a *Rural Area* as designated by the Nelson 2042 Future Land Use Map. The core concept is to ensure the protection of the County's rural landscape and economy by maintaining open space, scenic views, and agricultural uses with compatible low density residential uses. Primary land use types include farms, agriculture, forestry, agritourism uses, parks, recreation and trails. Alterations and retrofits to existing low density single-family areas is appropriate and encouraged.

Conditions: Should Planning Commission recommend approval of SUP #250263 for a campground, staff would recommend considering the following conditions, as taken from proposed minimum performance standards for campgrounds in the draft zoning ordinance:

1. Limit the number of sites (discuss number of RV slips and tent sites).
2. There shall be no amplified music between 10:00 p.m. and 7:00 a.m.
3. All bulk solid waste receptacles must be maintained in a clean condition. Such receptacles must be enclosed on all four sides by a fence, wall, or other acceptable enclosure. The storage, collection, and disposal of garbage in the campground must not create health hazards, rodent harborage, insect breeding areas, accident or fire hazards, or air pollution. All garbage must be collected at least once weekly and transported from the campground.
4. A minimum of 10% of the total acreage must be reserved as common open space and recreation facilities, not to include setback areas, pedestrian ways, parking areas, or streets.
5. Interior campground roads and access to individual sites must be comprised at a minimum of an all-weather gravel surface.
6. Each camping site must have one parking space.
7. Retail sales for the convenience of the campground tenants are permitted. Items are limited to branded souvenirs, food, concessions, recreational supplies, personal care items, and other items clearly supportive of campground tenants' needs.
8. Accessory structures or recreation facilities must not be located closer than 100' to any campground boundary or closer than 200' to any adjoining property with residential use.
9. The sale, long-term storage, and/or permanent parking of RVs is strictly prohibited.

All applications for Special Use Permits shall be reviewed using the following criteria:

- a. The use shall not tend to change the character and established pattern of development of the area or community in which it proposes to locate;
- b. The use shall be in harmony with the uses permitted by right in the zoning district and shall not affect adversely the use of neighboring property;
- c. The proposed use shall be adequately served by essential public or private services such as streets, drainage facilities, fire protection and public or private water and sewer facilities; and
- d. The proposed use shall not result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance.

Attachments:

Application

Site Plan

Zoning and Floodplain



PERMIT APPLICATION:

Nelson County Department of Planning & Zoning

TO THE ZONING ADMINISTRATOR: Special Use # 250263
application type application number

1. The undersigned hereby petitions the Planning Commission and/or Board of Supervisors for approval of the following (check appropriate box):

- ☒ Special Use Permit ☐ Subdivision
☐ Rezoning from _____ to _____ ☐ Site Plan – Minor
☐ Conditional Rezoning from _____ to _____ ☐ Site Plan – Major
☐ Other: _____

Reason(s) for request:

RV CAMPING + Tenting Area to add additional part time/overnite stays to support and enhance Nelson County Tourism initiatives. Quiet parks of this nature protect VA's beauty while bringing revenue into the County. All of the places to stay are North of 29 This park would provide great access to nearby recreational opportunities.

(Please use reverse or attach additional sheet if more space is needed.)

2. Applicant(s) and Property Owner(s):

(Please provide names of applicants and property owners and indicate applicable title; if applicant is not the property owner, please show relationship, i.e. lessee, contract purchaser, etc.)

☐ Applicant ☒ Property Owner Name: Timothy Masters 76-5.4 / 76-5.5
Mailing Address: 114 Valley dr. Landenberg Pa. 19350 Nelson Morse Land TRUST
Telephone #: 302-757-0448 Email Address: masters_33@msn.com 77.5
Relationship (if applicable): N/A

☒ Applicant ☐ Property Owner Name: Nelson Morse Lane Land trust
Mailing Address: Same
Telephone #: Same Email Address: Same
Relationship (if applicable): _____

(Please attach additional sheet if more space is needed for applicant(s) / property owner(s) info.)

3. Location and Characteristics of Subject Property:

- a. Address of Property (specific location, route numbers, street names, voting district, etc.): MOOSE Lane Acrypton / Lovington, VA
- b. Official tax map number: 76-54 76-5-5
- c. Acreage of property: 38.91 77.5
- d. Present use: Agriculture / Tree Farm
- e. Present zoning classification: Agriculture
- f. Zoning classification of surrounding properties: Same

4. Affidavit: The undersigned applicant(s) and/or property owner(s) certifies that this application and the foregoing answers, statements, and other information herewith submitted are, in all respects, true and correct to the best of their knowledge and belief. Also, the applicant(s) and/or property owner(s) gives permission for members of the Planning Commission, Board of Supervisors, and County Staff to visit and view the subject property.

Signature: [Signature] Printed Name: _____

Signature: [Signature] Printed Name: _____

(Please attach additional sheet if more space is needed for applicant(s) / property owner(s) signatures.)

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-----TO BE COMPLETED BY PLANNING & ZONING STAFF-----

Pursuant to Article _____, Section _____ of the Nelson County Zoning Ordinance.
Pursuant to Section _____, Subsection _____ of the Nelson County Subdivision Ordinance.

- o Completed application and fee (\$ _____) received on _____
- o Hearing Notice published on _____
- o Planning Commission action: Date of Meeting / Hearing: _____
Recommendation: _____
- o Board of Supervisors action: Date of Hearing: _____ Date of Decision: _____
Action: _____

Nelson County Planning & Zoning Department

(Mailing Address) P.O. Box 558, Lovington, Virginia 22949 | (Physical Address) 80 Front Street, Lovington, Virginia 22949
(Telephone Number) 434 263-7090 or Toll Free 888 662-9400, selections 4 & 1 | (Fax Number) 434 263-7086
<http://www.nelsoncounty-va.gov/departments/planning-zoning/>

- w -

- N -

Signalus Panel

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LINE	BEARING	DISTANCE
L1	S21°07'59"E	25.74'
L2	S25°39'58"W	30.63'
L3	S55°14'22"E	38.81'
L4	S56°46'30"W	30.28'
L5	N84°13'23"W	65.62'
L6	S53°12'48"W	53.72'
L7	S14°52'01"E	42.73'
L8	N54°34'00"E	52.98'
L9	S17°21'14"E	47.57'
L10	S46°19'41"W	34.62'

05
TAX MAP #76-5-1
N/F
LARRY D. & CAROLE C. SAUNDERS
INSTA. #020001442
PMS #2817

- N -



SHOWING SUB-DIVISION
IN NELSON CO. LOVINGSTON
DIS. NEAR ARRINGTON
SURVEYED MARCH 1955
FOR

Scale 1" = 500'

T. W. Saunders, S. M.

Morse Lane SUP #250263 Proposed Campground

$$1'' = 1,547'$$


THIS MAP IS PROVIDED WITHOUT WARRANTY OF ANY KIND, either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Site-specific information is best obtained after an onsite visit by a competent professional.

Nelson County, Virginia

Flood Hazard Areas 2025

 1% Annual Chance Flood Hazard

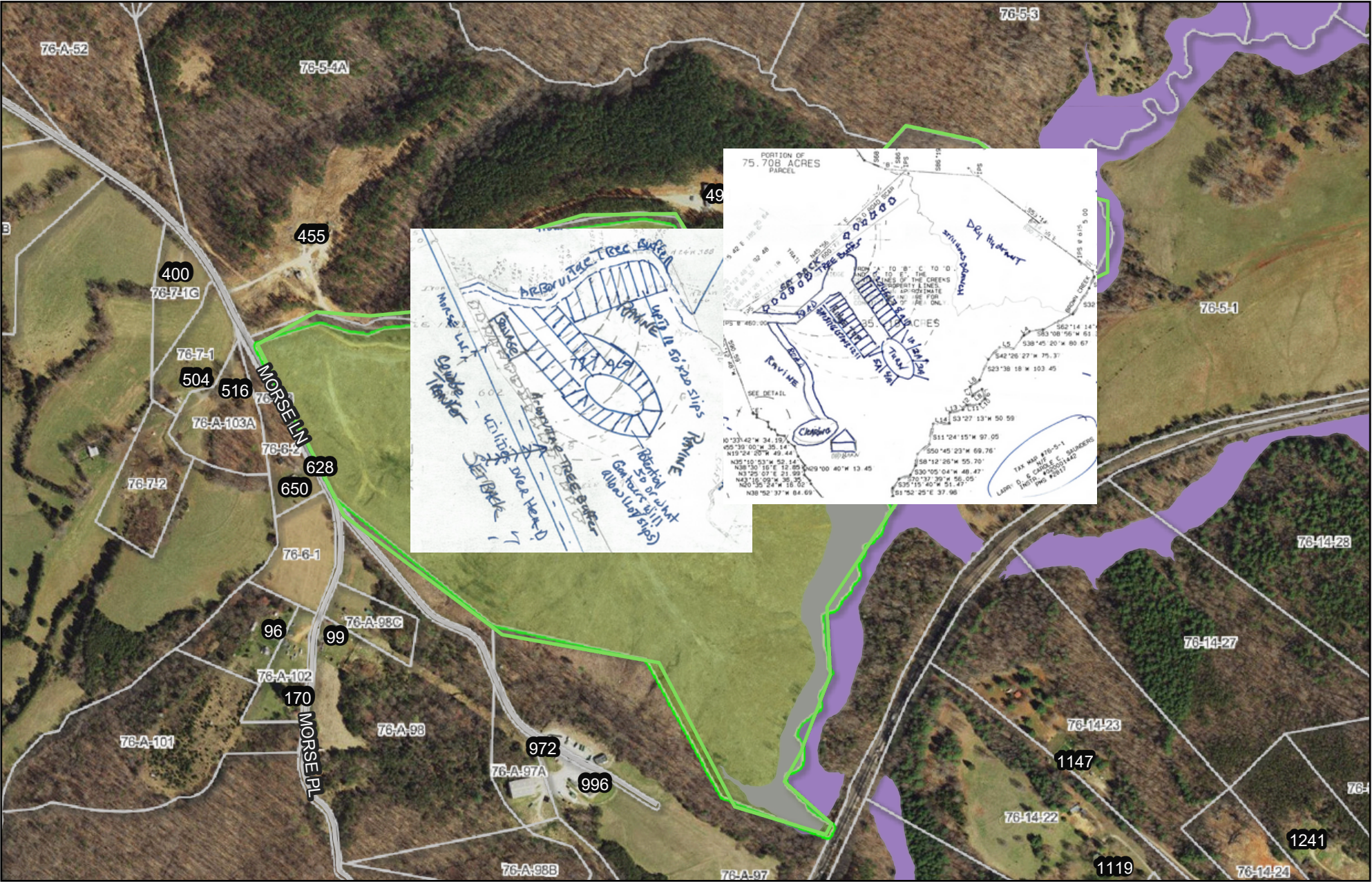
Roads

 0.2% Annual Chance Flood Hazard

 Regulated Floodway

Morse Lane SUP #250263 Proposed Campground

1" = 557'



Nelson County, Virginia

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Addresses

Flood Hazard Areas 2025

0.2% Annual Chance Flood Hazard

1% Annual Chance Flood Hazard

Regulated Floodway

Roads

Nelson County Planning Commission

To: Planning Commission

From: Dylan M. Bishop, Director of Planning & Zoning *DMB*

Date: October 22, 2025

Re: SUP #250260 – Conference Center in A-1 – The Monroe Institute

BACKGROUND: This is a request for a special use permit for a conference center use on property zoned A-1 Agriculture.

Public Hearings Scheduled: P/C – October 22; Board – November 13 (tentative)

Location / Election District: 365 Roberts Mountain Road (Faber) / South District

Tax Map Number(s): 33-3-2D, 34-12-3, 34-A-35, 34-12-4, 33-5-1C, 34-12-1

Total Acreage: 44.44 acres

Owner Information: The Monroe Institute and The Centre Inc. (represented by Allyn Evans)

Applicant Information: Julia Moore, Justin Shimp (Shimp Engineering, P.C.)

Comments: This property is home to The Monroe Institute, founded in 1971. This was prior to the adoption of the zoning ordinance, and is therefore considered a legal nonconforming use. Any expansion of a nonconforming use requires compliance with the current zoning ordinance. The Monroe Institute is proposing to expand its operations and develop a conference center to include residential quarters, offices, a cafeteria, common services area, a gift shop, meeting rooms, a studio, and a storage space, and is anticipated to accommodate an increase of up to 90 attendees per week. A project narrative and photo renderings of the proposed facility are included as an attachment to this report. The applicant also held a community meeting with neighbors in the area which will be summarized during the presentation.

A conference center is defined as, “A facility for hosting public and/or private events, including, but not limited to, weddings, receptions, social events or parties, workshops, and/or conferences, which is used as a venue for social, cultural, recreational, and/or educational activities. Conference centers may include lodging accommodations.”

DISCUSSION:

Land Use / Floodplain: This area is rural, residential, and institutional in nature. Zoning in the vicinity is A-1 Agriculture. There is some regulatory floodplain on the parcels containing the existing water system, although no development is proposed in this area.

Access / Traffic / Parking: The property is accessed by an existing entrance on Roberts Mountain Road. Some paving improvements are proposed on Roberts Mountain Road, and at least 41 additional parking spaces are proposed. Any comments from VDOT will be provided at the meeting.

Utilities: The property is served by existing utilities. Parcels 33-5-1C and 34-12-1 contain the existing water system, and are included as part of this application should any improvements be required. No structures or other development are proposed on these lots. Any additional comments from VDH will be provided at the meeting.

Land Disturbance: Proposed land disturbance is anticipated to be 5.43 acres, which would require approval of an Erosion and Sediment Control Plan by the Building Inspections Department, and a Stormwater Management Plan by DEQ.

EMS: The turnaround circle shown on the site plan will be required to be constructed to ensure fire apparatus can navigate.

Comprehensive Plan: This property is located in a *Rural Area* as designated by the Nelson 2042 Future Land Use Map. The core concept is to ensure the protection of the County's rural landscape and economy by maintaining open space, scenic views, and agricultural uses with compatible low density residential uses. Primary land use types include institutional uses, farms, agriculture, forestry, agritourism uses, parks, recreation and trails. Alterations and retrofits to existing low density single-family areas is appropriate and encouraged.

Recommendation: Planning Commission should recommend approval of SUP #250260 for a conference center at The Monroe Institute to the Board of Supervisors.

All applications for Special Use Permits shall be reviewed using the following criteria:

- a. The use shall not tend to change the character and established pattern of development of the area or community in which it proposes to locate;
- b. The use shall be in harmony with the uses permitted by right in the zoning district and shall not affect adversely the use of neighboring property;
- c. The proposed use shall be adequately served by essential public or private services such as streets, drainage facilities, fire protection and public or private water and sewer facilities; and
- d. The proposed use shall not result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance.

Attachments:
Application/Narrative
Site Plan
Zoning and Floodplain

SHIMP ENGINEERING, P.C.
Design Focused Engineering

September 19, 2025

Dylan Bishop
Nelson County Department of Planning and Zoning
80 Front Street
Lovington, VA 22949

RE: Monroe Institute Special Use Permit Submission

Dear Dylan,

Please find enclosed submission materials for the Monroe Institute's Special Use Permit and Minor Site Plan Application.

Included in this resubmission are:

1. Project Narrative
2. Permit Application
3. Minor Site Plan 24x36 (two copies)
4. Minor Site Plan 11x17 (eight copies)
5. Illustrative Exhibits
6. Owner Authorization to Submit

If you have any questions, please do not hesitate to contact us at julia@shimp-engineering.com, or justin@shimp-engineering.com or by phone at 434-227-5140.

Best regards,

Julia Moore
Shimp Engineering, P.C.



PERMIT APPLICATION:

Nelson County Department of Planning & Zoning

TO THE ZONING ADMINISTRATOR: Special Use Permit # 250260
application type *application number*

1. The undersigned hereby petitions the Planning Commission and/or Board of Supervisors for approval of the following (check appropriate box):

- | | |
|---|---|
| ☒ Special Use Permit | ☐ Subdivision |
| ☐ Rezoning from _____ to _____ | ☒ Site Plan – Minor |
| ☐ Conditional Rezoning from _____ to _____ | ☐ Site Plan – Major |
| ☐ Other: _____ | |

Reason(s) for request:

The Monroe Institute seeks to expand their operations and build a new conference center. Please see attached narrative for additional details.

(Please use reverse or attach additional sheet if more space is needed.)

2. Applicant(s) and Property Owner(s):

(Please provide names of applicants and property owners and indicate applicable title; if applicant is not the property owner, please show relationship, i.e. lessee, contract purchaser, etc.)

☒ Applicant ☐ Property Owner Name: Julia Moore, Justin Shimp

Mailing Address: 912 East High St. Charlottesville, VA 22902

Telephone #: 434-227-5140 Email Address: julia@shimp-engineering.com

Relationship (if applicable): _____

☐ Applicant ☒ Property Owner Name: Monroe Institute, represented by Allyn Evans

Mailing Address: 365 Roberts Mountain Road Faber, Virginia 22938

Telephone #: 434-361-1500 Email Address: allyn.evans@monroeinstitute.org

Relationship (if applicable): _____

(Please attach additional sheet if more space is needed for applicant(s) / property owner(s) info.)

3. Location and Characteristics of Subject Property:

a. Address of Property (specific location, route numbers, street names, voting district, etc.):

365 Roberts Mountain Road Faber, Virginia 22938

b. Official tax map number: Tax Map Parcels 33-3-2D, 34-12-3, 34-A-35, 34-12-4, 33-5-1C, and 34-12-1

c. Acreage of property: 17.57, 7.06, 3.52, 5.33, 5.96, 5.00 respectively

d. Present use: Conference Center

e. Present zoning classification: A-1

f. Zoning classification of surrounding properties: A-1

4. Affidavit: The undersigned applicant(s) and/or property owner(s) certifies that this application and the foregoing answers, statements, and other information herewith submitted are, in all respects, true and correct to the best of their knowledge and belief. Also, the applicant(s) and/or property owner(s) gives permission for members of the Planning Commission, Board of Supervisors, and County Staff to visit and view the subject property.

Signature: Julia Moore

Digitally signed by Julia Moore
Date: 2025.09.19 12:51:00 -0400

Printed Name: Julia Moore

Signature:

Justin Shimp

Printed Name:

(Please attach additional sheet if more space is needed for applicant(s) / property owner(s) signatures.)

5. Additional information: *(Please attach separate sheet for additional details, explanations, etc.)*

6. Please note: In the event of cancellation or postponement at your request after the initial newspaper advertisement for this application, an additional fee will apply for re-advertisement (determined by the actual cost of the ad). This fee will not apply in cases of Planning Commission or Board of Supervisors deferment.

-----TO BE COMPLETED BY PLANNING & ZONING STAFF-----

Pursuant to Article _____, Section _____ of the Nelson County Zoning Ordinance.

Pursuant to Section _____, Subsection _____ of the Nelson County Subdivision Ordinance.

- Completed application and fee (\$ _____) received on _____
- Hearing Notice published on _____
- Planning Commission action: Date of Meeting / Hearing: _____
Recommendation: _____
- Board of Supervisors action: Date of Hearing: _____ Date of Decision: _____
Action: _____

Nelson County Planning & Zoning Department

(Mailing Address) P.O. Box 558, Lovingson, Virginia 22949 | *(Physical Address)* 80 Front Street, Lovingson, Virginia 22949

(Telephone Number) 434 263-7090 or Toll Free 888 662-9400, selections 4 & 1 | *(Fax Number)* 434 263-7086

<http://www.nelsoncounty-va.gov/departments/planning-zoning/>

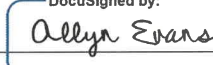
September 18, 2025

Nelson County Department of Planning and Zoning
80 Front Street
Lovingston, VA 22949

Re: AUTHORIZATION TO SUBMIT LAND USE APPLICATIONS

The Centre Inc, and the Monroe Institute, authorized representative of the Centre Inc. (the “Owners”), are the owners of Nelson County tax parcels 33-3-2D, 34-12-3, 34-12-4, 33-5-1C, 34-12-1, and 34-A-35 (together, the “Property”). The Owners desire to submit land use applications affecting the Property, such as, but not limited to, Zoning Map Amendments, Special Exception requests, Site Plan Applications, and other similar land use applications affecting the Property (collectively, the “Land Use Applications”). The Owners hereby authorizes the following individuals and entities to submit Land Use Applications on behalf of the Owners in connection with the Property: Justin M. Shimp and Julia Moore of Shimp Engineering, P.C., and authorized representatives of the Monroe Institute. This authorization includes the authority to take any other steps, and submit any other documentation to Albemarle County necessary to effectuate the Land Use Applications on behalf of the Owner.

Allyn Evans
Chief Executive Officer, Monroe Institute

By: 
E8DC5A66AD514CE...
9/18/2025
Date: _____

Project Narrative For: Monroe Institute

Parcel Description: Tax Map Parcels 33-3-2D, 34-12-3, 34-A-35, 34-12-4, 33-5-1C, and 34-12-1

TMP	ACREAGE	EXISTING ZONING	PROPOSED ZONING	COMP PLAN DESIGNATION
33-3-2D	17.57	A-1	A-1 with SUP for Conference Center	Rural Areas/ High Conservation Areas & Natural Corridors
34-12-3	7.06			
34-A-35	3.52			
34-12-4	5.33			
33-5-1C	5.96			
34-12-1	5.00			

Location:

365 Roberts Mountain Rd, Faber, VA 22938

Project Background:

For over 45 years, the Monroe Institute has occupied multiple parcels in Nelson County, establishing itself as a cornerstone of the community. Founded in 1971 by Robert A. Monroe, the Monroe Institute is “a leading center for exploring and experiencing expanded states of consciousness”. The Monroe Institute offers a variety of meditation programs to fulfill its mission in different formats such as day-long workshops to extended residential retreat programs.

The Monroe Institute’s parcels are classified as pre-existing, nonconforming uses under Article 11 of the Nelson County Zoning Ordinance. When the Institute was first established, a Special Use Permit (SUP) was not required for its operations, allowing it to operate without additional zoning approvals. Prior to March 9, 2021, Article 11 allowed a nonconforming use or structure to be expanded by up to 50%. However, following a revision to the ordinance on that date, no expansion of nonconforming uses or structures is permitted without an SUP.

In accordance with the updated requirements, the Monroe Institute is now seeking approval to expand its operations and construct a multi-use conference center to serve the community.

Project Proposal:

The Monroe Institute is seeking to expand its operations and establish a conference center. The planned facility will feature three wings arranged around a central circular hub, accommodating residential quarters, offices, a cafeteria, common service areas, a gift shop, meeting rooms, a studio, and storage space. This new building will accommodate an increase in attendees of up to 90 individuals per week.

Consistency with the Comprehensive Plan:

The property lies between two future land use designation areas: Conservation Areas and Rural Areas. The proposed conference center has a compact layout that maximizes efficient land use by situating development toward the front of the parcel, along Roberts Mountain Road. This approach preserves the vast majority of the property as open space, scenic views, and forested land. Such a design is consistent

with the Core Concept for Conservation Areas in the Nelson County Comprehensive Plan: *“Protect natural areas to maximize environmental services, economic potential, and recreation opportunities for the community.”* It also aligns with the Core Concept for Rural Areas: *“Ensure the protection of the County’s rural landscape and economy by maintaining open space, scenic views, and agricultural uses with compatible low-density residential uses.”*

Consistency with the A-1 Zoning District:

The A-1 Zoning District is intended to preserve the county’s rural character by accommodating farming, forestry, and limited residential use. As described in the ordinance, *“This district is designed to accommodate farming, forestry, and limited residential use. While it is recognized that certain desirable rural areas may logically be expected to develop residentially, it is the intent, however, to discourage the random scattering of residential, commercial, or industrial uses in this district.”* It is important to note that the Monroe Institute’s presence on these parcels predates the adoption of these provisions. For more than 45 years, the Institute has operated in harmony with the surrounding rural landscape, contributing to the county’s cultural, educational, and economic vitality without disrupting its agricultural and scenic character. Its long-standing integration into the community provides a strong precedent for continued operations and responsible expansion, even within the constraints of the A-1 zoning framework.

Surrounding Uses:

The project site is situated in a predominantly rural and low-density area, surrounded by a mix of uses that include detached single-family dwellings, Roberts Mountain Retreat (part of the Monroe Institute cluster), Adial Baptist Church, and the Pop-Up Church of Virginia. The Monroe Institute has been established in this location for decades, predating most of the surrounding development, and has significantly influenced the overall character of the neighborhood.

Most parcels in the vicinity are at least two acres in size, ensuring generous separation between dwellings and other structures. This spatial buffer helps maintain privacy and preserves the rural atmosphere. Given this context, the proposed expansion and development are well-suited to the area and are expected to integrate harmoniously with existing uses.

Current and Future Neighborhood Conditions:

The Monroe Institute’s founder acquired the original 726.6 acre subdivision on November 23, 1976. After Monroe’s death, the land was transferred to the Monroe Family trust, which subsequently granted some parcels to the Monroe Institute. Over time, some parcels have been sold, bought, or have become subject to access easements, but the majority of the original subdivision of land remains in ownership of the institute. As one of the county’s first alternative educational centers, it paved the way for similar organizations that have since become part of the local landscape. Today, Nelson County is home to about a dozen such institutions, including Synchronicity Foundation (1983), Serenity Ridge Center (1998), Guidance for a Better Life, Roxanne Louise Unlimited Potential Healing Center, Ligmincha Institute, The Vibrancy Path, East Flora Wellness, Jem Yoga Retreats, and others. Collectively, these organizations help define the county’s character and contribute significantly to its economic well-being.

Traffic patterns:

Vehicles accessing the Monroe Institute will enter Roberts Mountain Rd. from Rocky Rd. This portion of Roberts Mountain Rd also provides access to Rainbow Ridge Rd, Crystal Ln, Segue Ln, Forest Lane, and Turkey Ln, which collectively serve 49 single family detached residential units. These lots are part of The New Land subdivision was begun and created in 1976 by Robert A. Monroe’s purchase of 726.6 acres

(recorded in DB 152, p. 693). After the creation of the subdivision, The Monroe Family Trust was the owner of record for the private roads until 2008 when The Monroe Family Trust gifted the private roads to the New Land Property Owners Association per INST#080000126. Additionally, per “New Land Property Owners Agreement” dated December 12th, December 2008, the New Land Property Owners Association are responsible for maintenance and repair of these roads, and the paved portion is to be maintained by the Monroe Institute. When considering any potential traffic of the Monroe Institute’s expansion, it is important to consider their historical and crucial role of the maintenance of these roads.

Data from the Institute of Transportation Engineers (ITE) estimates traffic for typical uses. The estimate for the existing 49 single family residential units is shown in Table 1 below.

Table 1. Traffic calculations per ITE Trip Generation Manual, 11th Ed.

Use	Code	Units	AM			PM			Daily Total
Single Family Detached Housing	210	49	In	Out	Total	In	Out	Total	523
			10	29	39	32	19	51	

The Monroe Institute collects data during their programs about how many attendees drive or fly to attend their weekly programs. For those who fly, they travel to and from the site in shuttles. Typically, there are 2 shuttles on Saturday, and 2 shuttles on Sunday. This traffic data, averaged over 22 typical weeks in 2025, is shown in Table 2 below. The proposed conference center will be adjacent to the existing Nancy Penn Center (NPC). Additional traffic data is also shown for The Roberts Mountain Retreat (RMR), which is up the road from the Nancy Penn Center.

Table 2. Current Monroe Institute Traffic Data.

Monroe Institute Traffic Data					
Average Attendees NPC	Average NPC Driver Trips In OR Out	Average Attendees RMR	Average RMR Driver Trips In OR Out	Additional Shuttle Van Trips Per Day	Daily Total
22	11	18	8	4	23

As shown in Table 2, the average percentage of NPC attendees who drive on a typical week is 50%. The other 50% typically fly and arrive via shuttle van. Based on this baseline data, with the proposed expansion of up to 90 attendees, it is projected that 45 out of 90 attendees would drive to the site.

Table 3. Projected Monroe Institute Traffic Data.

Projected Monroe Institute Traffic Data					
Average Attendees NPC	Average NPC Driver Trips In OR Out	Average Attendees RMR	Average RMR Driver Trips In OR Out	Additional Shuttle Van Trips Per Day	Daily Total
90	45	18	8	8	61

Table 4. Traffic Data Comparison

Traffic Data Comparison							
Current Monroe Institute Traffic	Residential Traffic	Current Total Daily Traffic	Monroe percentage of Current Traffic	Projected Monroe Institute Traffic	Residential Traffic	Future Total Daily Traffic	Monroe percentage of Future Traffic
23	523	546	4.2%	61	523	584	10.4%

As shown in the charts above, current traffic to the Monroe Institute contributes to approximately 4.2% of the traffic on Roberts Mountain Road. With the increase to 90 attendees, traffic impact is projected to contribute to 10.4% of the total traffic on Roberts Mountain Rd. This is a relatively minimal impact, especially considering the Monroe Institute's long-established connection to this subdivision and the maintenance of these roads.

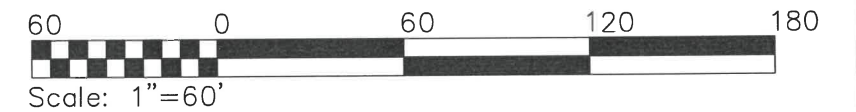
In summary, the Monroe Institute has been and remains a key component in defining what rural Nelson County embodies—appreciating the natural beauty of the land and facilitating the connection between humans and nature. Additionally, the majority of traffic impacts are the residential units within the New Land Subdivision, not the Monroe Institute's attendees. In the spirit of being part of the community, The Monroe Institute has and will continue to finance a larger share of the road maintenance costs than is proportional to its impact. Businesses that enhance the natural beauty of the community, rather than detract from it, are a cornerstone of the Nelson County tourism economy, and the Monroe Institute has been and will continue to be a leader of this sector.



SHIMP ENGINEERING, P.C.

ENGINEERING - LAND PLANNING - PROJECT MANAGEMENT
912 EAST HIGH ST. PHONE: (434) 227-5140
CHARLOTTESVILLE, VA 22902 JUSTIN@SHIMP-ENGINEERING.COM

**Monroe Institute: Special Use Permit
Illustrative Exhibit**















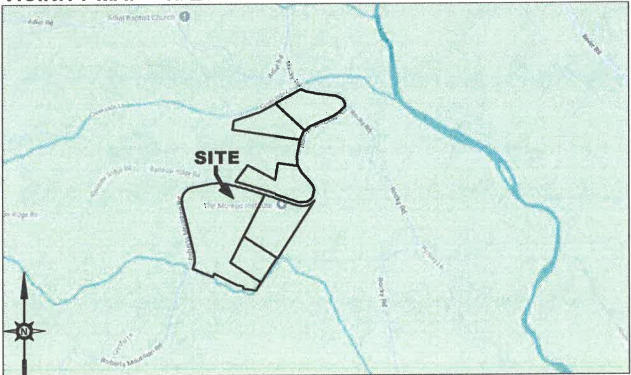


MINOR SITE PLAN

MONROE INSTITUTE

TAX MAP PARCELS 34-12-3, 33-3-2D,
34-A-35, 34-12-4, 33-5-1C, 34-12-1
NELSON COUNTY, VIRGINIA

VICINITY MAP SCALE : 1"=1000'



Map provided by Google.com

SHEET INDEX

- C1 COVER SHEET
- C2 EXISTING CONDITIONS OVERVIEW
- C3 EXISTING CONDITIONS SITE AREA
- C4 SITE PLAN



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DESIGNED BY
Julia Moore

CHECKED BY
Justin Shimp, P.E.

MINOR SITE PLAN
MONROE
INSTITUTE

NELSON COUNTY, VIRGINIA
SUBMISSION:
2025.09.19

FILE NO. 25.065

COVER SHEET

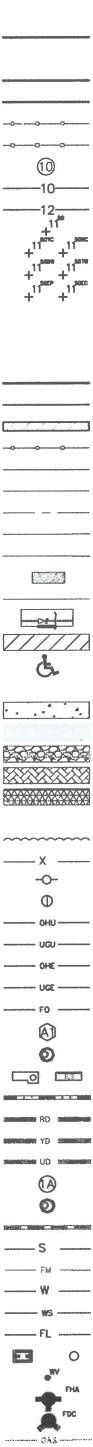
C1

LEGEND

EXISTING



NEW



DESCRIPTION

BENCHMARK
SITE PROPERTY LINE
BOUNDARY TO BE VACATED (TBV)
ZONING LINE
ADJACENT PROPERTY LINE
BUILDING SETBACK
PARKING SETBACK
PARKING COUNT
INDEX CONTOUR
INTERVAL CONTOUR
SPOT ELEVATION
TOP OF CURB/BOTTOM OF CURB ELEVATION
TOP/BOTTOM OF WALL ELEVATION
EDGE OF PAVEMENT/CONCRETE ELEVATION
STREAM
STREAM BUFFER
100 YEAR FLOODPLAIN
BUILDING
RETAINING WALL
RETAINING WALL HATCH
RAILING
STAIRS
EDGE OF PAVEMENT
ROAD CENTERLINE
FRONT OF CURB
BACK OF CURB
CG-12 TRUNCATED DOME
SIDEWALK
BIKE PARKING
HANDICAP ACCESSIBLE AISLE
HANDICAP PARKING
CROSSWALK
CONCRETE
ASPHALT
RIPRAP
EC-2 MATTING
EC-3 MATTING
WETLAND
TREELINE
FENCE
UTILITY POLE
GUY WIRE
OVERHEAD UTILITY
UNDERGROUND UTILITY
OVERHEAD ELECTRIC
UNDERGROUND ELECTRIC
FIBER OPTIC
STORM STRUCTURE NOMENCLATURE
STORM MANHOLE
DROP INLET (CAST INPLACE/PRECAST)
STORM SEWER PIPES
ROOF DRAIN
YARD DRAIN
UNDERDRAIN
SANITARY STRUCTURE NOMENCLATURE
SANITARY MANHOLE
SANITARY SEWER MAIN
SANITARY SEWER LATERAL
FORCEMAIN
WATER LINE
WATER SERVICE LINE
FIRE LINE
WATER METER (WM>1", WM<1")
WATER VALVE
FIRE HYDRANT ASSEMBLY
FIRE DEPARTMENT CONNECTION
GAS LINE
CONSTRUCTION/GRADING
ACCESS
SIGHT DISTANCE
UTILITY
STORMWATER
DRAINAGE
SANITARY
WATERLINE
COMBINED WATER & SEWER ACSA EASEMENT
GASLINE

OWNER/DEVELOPER

The Monroe Institute
365 Roberts Mountain Rd.
Faber, VA 22938

ZONING

A-1

DISTRICT

Faber Precinct

SOURCE OF TITLE

DB 364 PG 275 (Parcel 34-12-3)
DB 152 PG 693 (Parcel 33-3-2D)
DB 152 PG 693 (Parcel 34-A-35)
DB 379 PG 557 (Parcel 34-12-4)
DB 185 PG 162 (Parcel 33-5-1C)
DB 453 PG 219 (Parcel 34-12-1)

SOURCE OF BOUNDARY AND TOPOGRAPHY

Surveyed area of site provided by Foresight Survey, P.C., dated September 11, 2025.
Additional data outside of survey area from Lidar and Nelson County GIS.

FLOODZONE

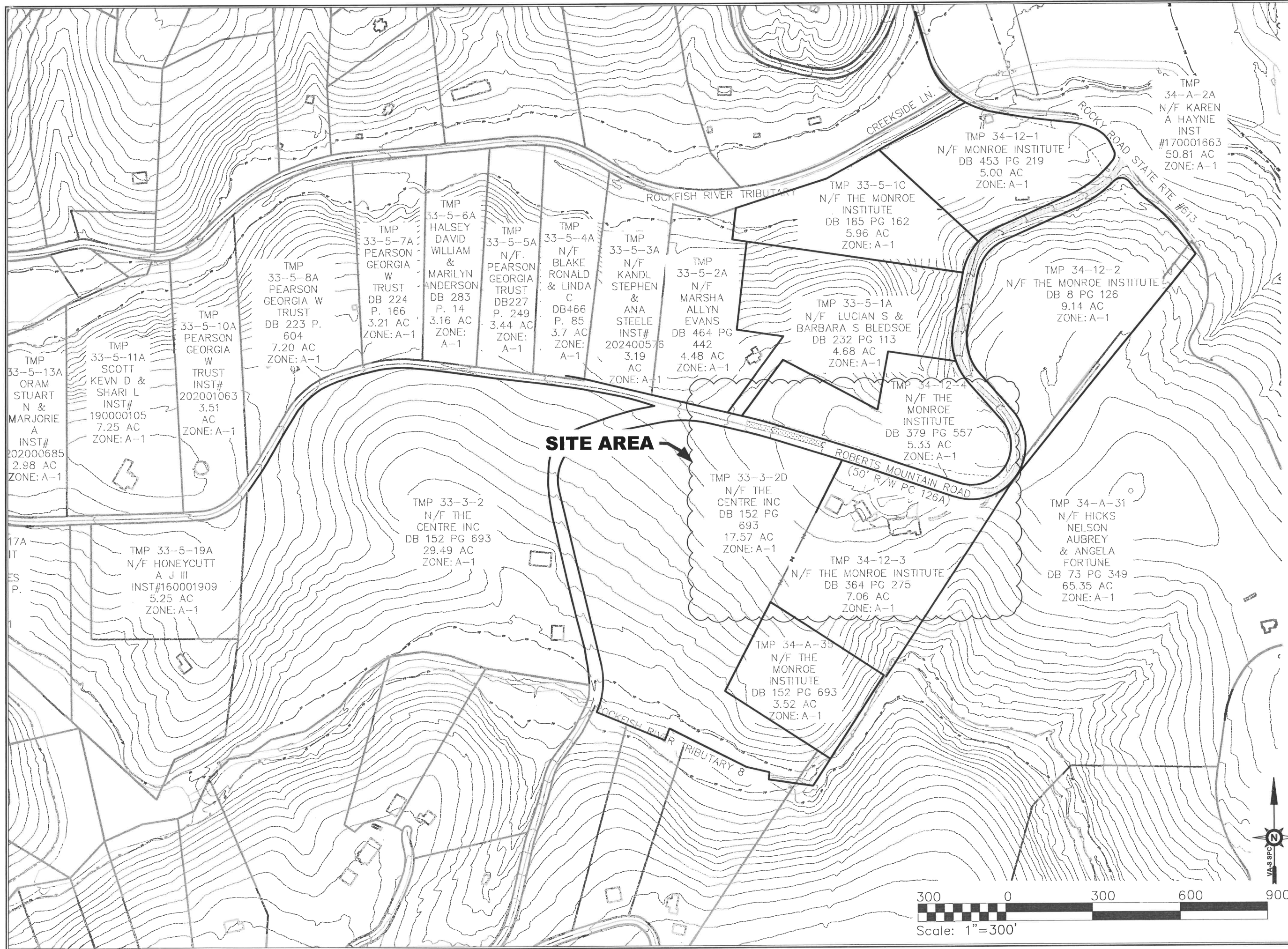
FEMA flood insurance rate map (community panel 51125C0252C), effective date 08/05/2025 shows portions of the property within zone "A" of the special flood hazard areas.

RESERVOIR WATERSHED

This site is within the Buck Creek-Rockfish River Watershed. HUC12: 020802030903

WATER & SANITARY SERVICES

Water will be provided from an existing well, and a potential new well as determined appropriate with the Virginia Department of Health (VDH).
Sanitary services will be provided by onsite private drain fields.



SHIMP ENGINEERING
LAND PLANNING - PROJECT MANAGEMENT

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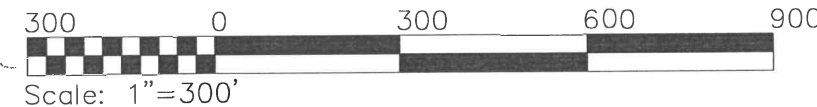
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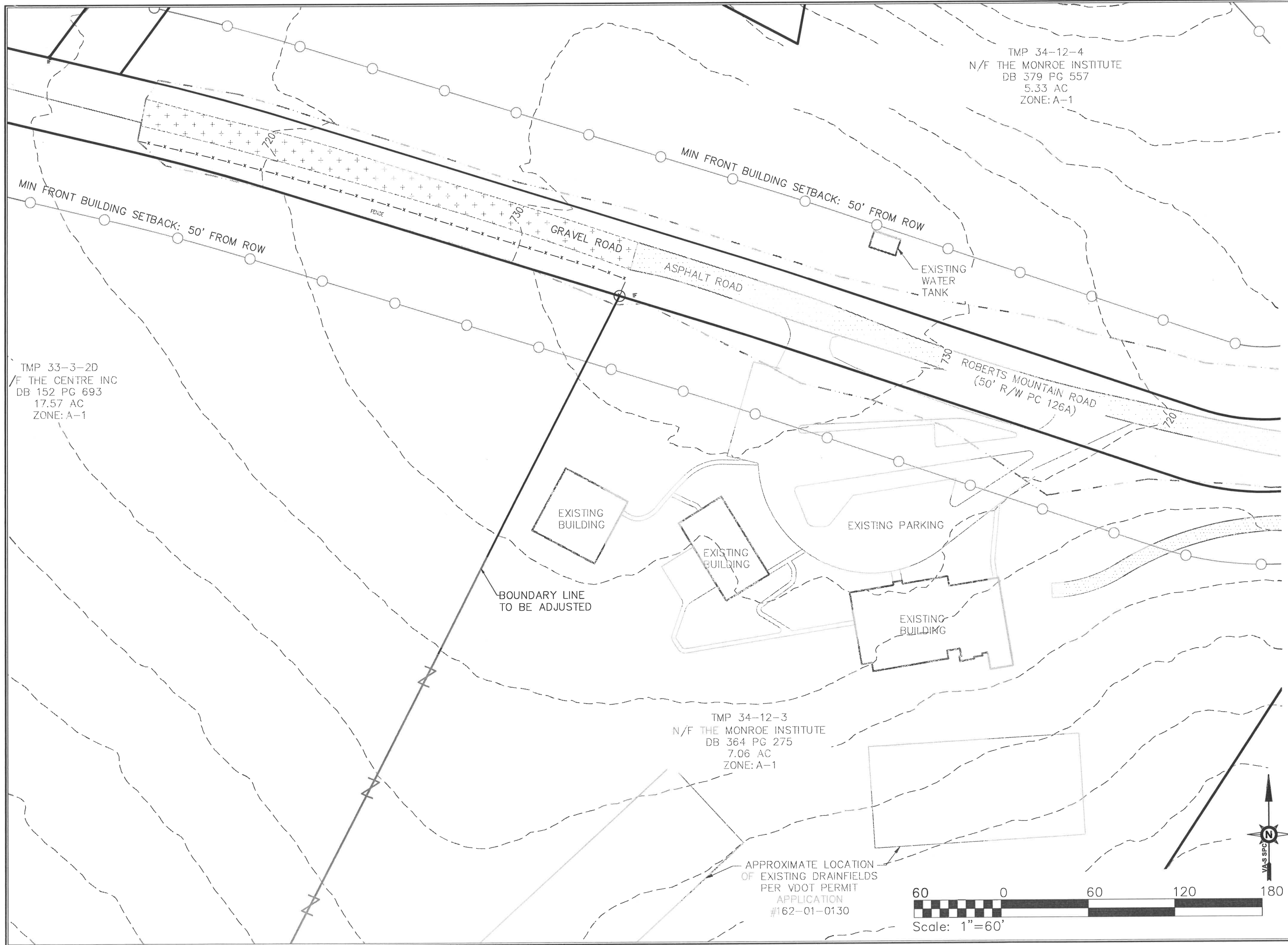
MINOR SITE PLAN
MONROE INSTITUTE

NELSON COUNTY, VIRGINIA
SUBMISSION:
2025.09.19

FILE NO. 25.065

EXISTING CONDITIONS OVERVIEW **C2**





TMP 34-12-4
N/F THE MONROE INSTITUTE
DB 379 PG 557
5.33 AC
ZONE: A-1

TMP 33-3-2D
N/F THE CENTRE INC
DB 152 PG 693
17.57 AC
ZONE: A-1

TMP 34-12-3
N/F THE MONROE INSTITUTE
DB 364 PG 275
7.06 AC
ZONE: A-1

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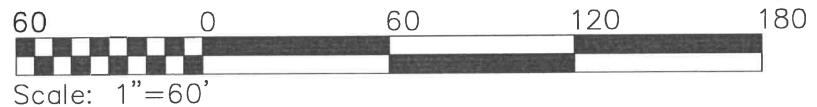
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MINOR SITE PLAN
MONROE INSTITUTE

NELSON COUNTY, VIRGINIA
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EXISTING
CONDITIONS SITE
AREA
C3

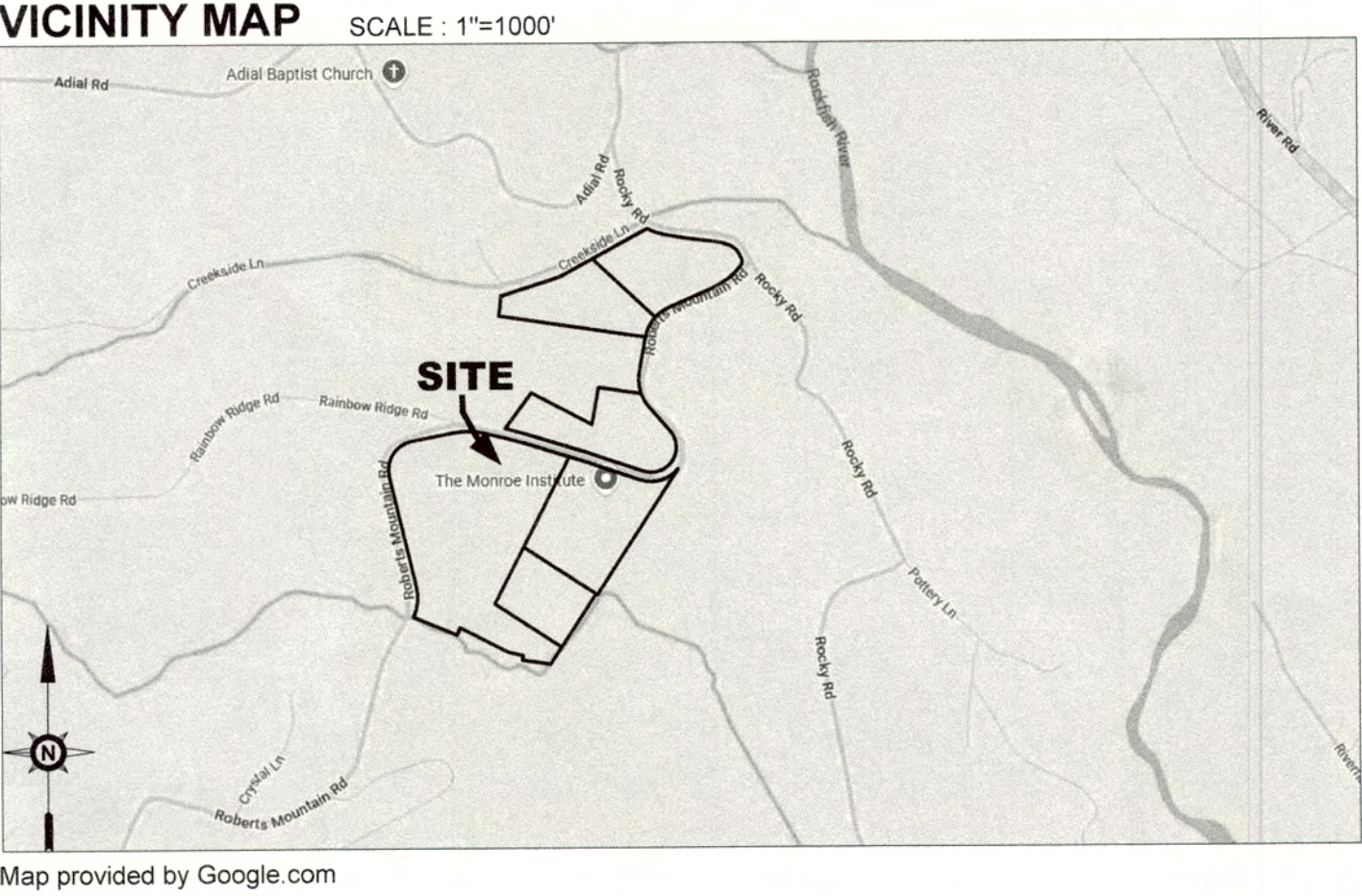


MINOR SITE PLAN

MONROE INSTITUTE

TAX MAP PARCELS 34-12-3, 33-3-2D,
34-A-35, 34-12-4, 33-5-1C, 34-12-1

NELSON COUNTY, VIRGINIA



SHEET INDEX

C1	COVER SHEET
C2	EXISTING CONDITIONS OVERVIEW
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C4	SITE PLAN

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MINOR SITE PLAN
MONROE INSTITUTE

NELSON COUNTY, VIRGINIA
SUBMISSION:
2025.09.19

FILE NO. **25.065**

COVER SHEET

C1

EXISTING	NEW	DESCRIPTION
		BENCHMARK
		SITE PROPERTY LINE
		BOUNDARY TO BE VACATED (TBV)
		ZONING LINE
		ADJACENT PROPERTY LINE
		BUILDING SETBACK
		PARKING SETBACK
		PARKING COUNT
		INDEX CONTOUR
		INTERVAL CONTOUR
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		TOP OF CURB/BOTTOM OF CURB ELEVATION
		TOP/BOTTOM OF WALL ELEVATION
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		100 YEAR FLOODPLAIN
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		BACK OF CURB
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		BIKE PARKING
		HANDICAP ACCESSIBLE AISLE
		HANDICAP PARKING
		CROSSWALK
		CONCRETE
		ASPHALT
		RIPRAP
		EC-2 MATTING
		EC-3 MATTING
		WETLAND
		TREELINE
		FENCE
		UTILITY POLE
		GUY WIRE
		OVERHEAD UTILITY
		UNDERGROUND UTILITY
		OVERHEAD ELECTRIC
		UNDERGROUND ELECTRIC
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		STORM MANHOLE
		DROP INLET (CAST INPLACE/PRECAST)
		STORM SEWER PIPES
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		YARD DRAIN
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		SANITARY MANHOLE
		SANITARY SEWER MAIN
		SANITARY SEWER LATERAL
		FORCEMAIN
		WATER LINE
		WATER SERVICE LINE
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		FIRE HYDRANT ASSEMBLY
		FIRE DEPARTMENT CONNECTION
		GAS LINE
		CONSTRUCTION/GRADING
		ACCESS
		SIGHT DISTANCE
		UTILITY
		STORMWATER
		DRAINAGE
		SANITARY
		WATERLINE
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		GASLINE

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WATER & SANITARY SERVICES

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Sanitary services will be provided by onsite private drain fields.

EXISTING USE

Conference Center

PROPOSED USE

Conference Center

BUILDING HEIGHTS

Maximum Allowable Height: 35 ft
Maximum Proposed Height: 35 ft

Limits of Disturbance = 5.43 acres



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MINOR SITE PLAN

MONROE INSTITUTE

NELSON COUNTY, VIRGINIA

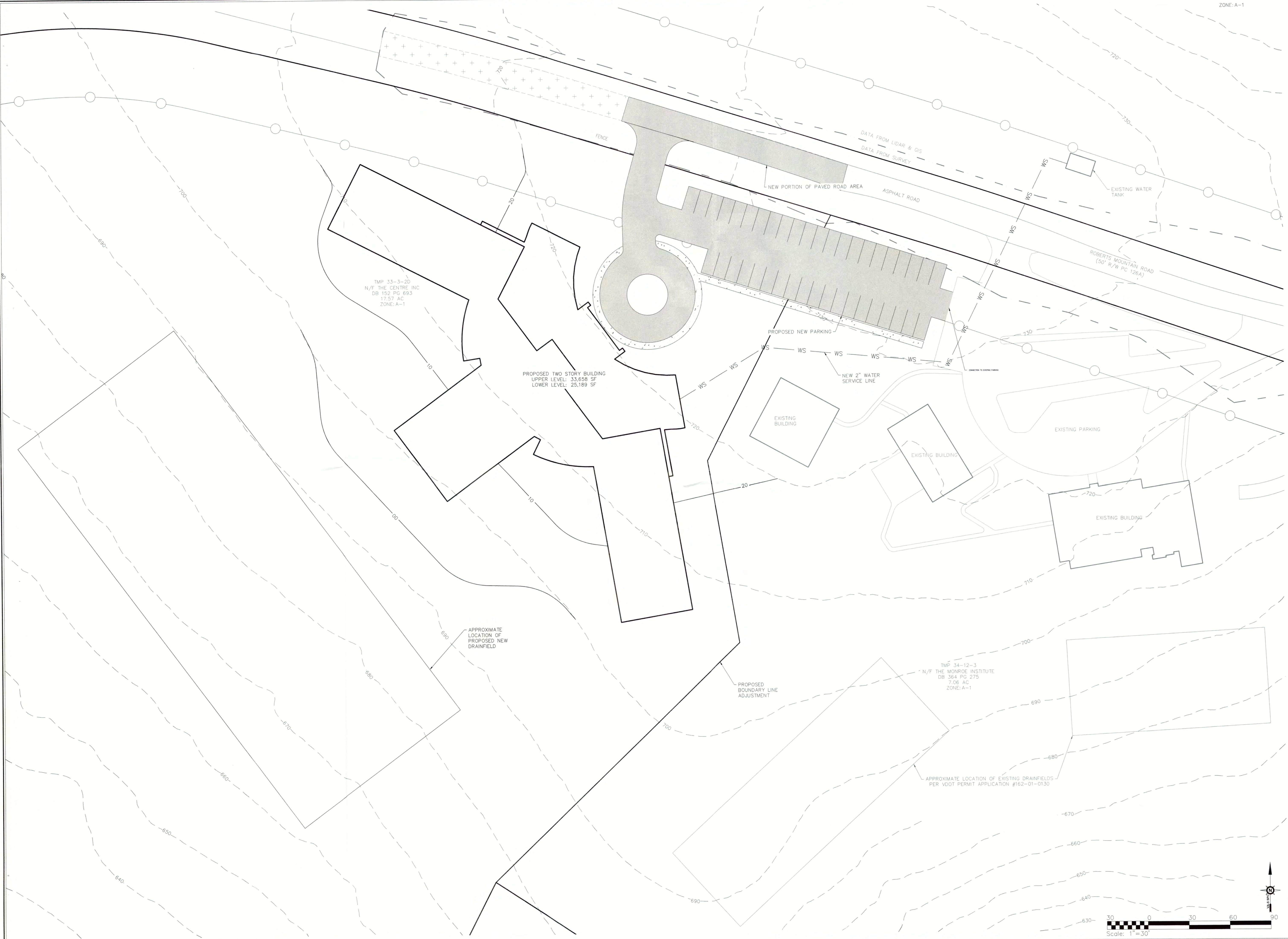
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FILE NO.

25.065

**EXISTING
CONDITIONS
OVERVIEW**

C2



LAND PLANNING - PROJECT MANAGEMENT

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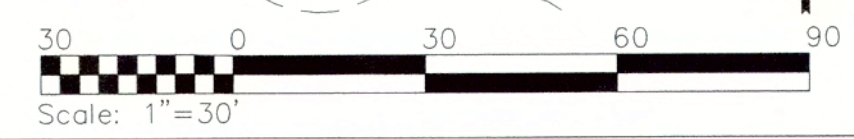
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2025.09.19

FILE NO. **25.065**

SITE PLAN

C4



Monroe Institute SUP #250260 Proposed Conference Center

1" = 928'



Nelson County, Virginia

THIS MAP IS PROVIDED WITHOUT WARRANTY OF ANY KIND, either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Site-specific information is best obtained after an onsite visit by a competent professional.

Addresses

Flood Hazard Areas 2025

0.2% Annual Chance Flood Hazard

1% Annual Chance Flood Hazard

Regulated Floodway

Roads