

2016 Annual Report

Prince George
County, VA



COMMUNITY DEVELOPMENT & CODE COMPLIANCE

2016 DEPARTMENT OVERVIEW

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The Community Development & Code Compliance Department consists of four main divisions: **Planning & Zoning, Building Inspections, Code Compliance and Environmental.** This annual report details the department's activities over the past year, major accomplishments in each division, and advances made in service delivery.



CDCC Divisions:

- Building Inspections
- Planning & Zoning
- Environmental
- Code Compliance

Staffing: During 2016, the staffing level of the department remained the same as in 2015, with Justin Stauder joining our team in the Environmental Program Coordinator position. Staff members include:

Julie C. Walton
Director

Jeff Brown
Deputy Director/Building Official

Brenda Jones
Office Manager

Douglas Miles
Planning Manager/Zoning Administrator

Everett Outland
Plans Reviewer

W. Reed Martin
Building Inspector

Mark Pond
Building Inspector

Brian Estep
Building Inspector, Zoning Enforcement

Cathi Cleveland
Permit Technician II

Justin Stauder
Environmental Program Coordinator

Charles Harrison
Permit Technician I

Charles Brown
Planning Office Associate II



Planning & Building A Better Community

Member:



2016 Notable Projects

14 Major Site Plans

6 Subdivision Plats

3 Family Division Plats

*7 Boundary Line
Adjustment Plats*

1 Traffic Impact Analysis

*2 Multi-lot Residential
Subdivisions*

8 Survey Plat Reviews

*171 Home Occupation /
Professional Business
zoning approvals*

2 Special Exception Cases

5 Rezoning Cases

1 Zoning Case Amendment

12 Second Dwelling Cases

*282 Zoning Certificates
issued*

*277 Building Permits
reviewed*

24 Zoning Inspections

Member:



American Planning Association

PLANNING & ZONING DIVISION

The Planning and Zoning Division provides staff support for the Planning Commission and the Board of Zoning Appeals, evaluates zoning changes, performs site plan reviews, subdivision plat reviews, enforces County Ordinances related to land use, serves as advisory staff to the Board of Supervisors, and facilitates the update and implementation of the Comprehensive Plan. The Planning and Zoning Division assists with questions regarding new development, subdivision of land, and topics ranging from rezonings to variances.



Planning and Zoning Division staff performed 24 zoning site inspections related to cases during 2016.

Also in 2016, the Community Development and Code Compliance Department continued to work to abate zoning violations such as inoperable vehicles, tall grass, trash and debris and certain businesses operating outside of their approved zoning case conditions.

PLANNING DIVISION 2016 HIGHLIGHTS

The Planning Manager hosted the Virginia Association of Zoning Officials (VAZO) State Fall Conference.

The Planning Manager attended the 2016 Virginia Rural Planning Conference in Pembroke, Virginia that included discussions on wind and solar power facilities, special event permitting and a session on planning, permitting and politics led by a local government attorney.

The Planning Manager, Building Official and DEQ compliance audit team conducted multiple site visits to County projects located within the Chesapeake Bay Preservation Bay Act area. The sites included commercial and residential sites such as the Crossroads Quicklane Building and Eagle Preserve Subdivision.

The Planning Manager worked with the County Attorney and local real estate brokers on the Draft Sign Ordinance with input from the local business community, the faith community and sign consultants.

The Director and Planning Manager worked with the County Engineer on final reviews of water and wastewater demand projections for development of the Utilities Master Plan.

The Director and Planning Manager attended the Board of Supervisors Retreat and briefed the Board on residential development, existing road design standards in the Planning Area and provided an update on future VDOT SmartScale road projects.



Completed the draft solar power generation facility siting policy for new development projects in the County.

The Planning Manager attended the 2016 Land Use Education Program (LUEP) Legal Seminar in Charlottesville.

The Director and Planning Manager attended the Southside Virginia Gateway D1 Committee Meetings at the Cameron Foundation.

New Energy Ventures proposed to build a 20 MW solar electric farm at 3513 Rives Road near the I-295 overpass.

The Planning Manager attended the 2012 VA Rehabilitation Code Training, for the continued use of commercial and industrial buildings with new uses in compliance with the Zoning Ordinance and the building code.

The Planning Manager attended the Crater Planning Quarterly Meetings.

HIGHLIGHTS CONTINUED:

The Planning Manager attended the 2012 VA Rehabilitation Code Training for the continued use of commercial and industrial buildings with new uses in compliance with the Zoning Ordinance and the building code.

The Planning Manager attended the Crater Planning Quarterly Meeting to discuss Dominion Power Area Projects such as power stations and transmission lines.

The Planning Manager attended an ARWA 20-30 year water planning meeting with ARWA staff and DEQ staff members for regional planning efforts with area localities: Chesterfield County, Dinwiddie County and Hopewell.

The Planning Manager and three Planning Commissioners attended the Sun Energy 1 solar farm community awareness meeting on November 15th at the Burrowsville Community Center.

The Planning Manager attended the Regional Rivers Plan Meetings at Crater Planning with the James River Association and Richmond Regional Planning staff to coordinate a Richmond Region river access plan to include both the James and Appomattox Rivers.

The Planning Manager and Office Associate visited the Dinwiddie County Planning Department and discussed planning and zoning best practices.



Love's Travel center

The Planning Manager and the County Attorney worked on the draft sign ordinance background research and reviewed best practices from surrounding localities to be in compliance with new legal ruling.

The Planning Manager attended the H/PG Chamber Event hosted by the John Randolph Foundation on the grant funding and scholarships that are offered by their organization.

The Planning Manager and Finance Director completed and submitted the 2016 Commission on Local Government Cash Proffer Survey as requested by the VA General Assembly.

The Planning Manager attended the Fort Lee JLUS follow-up meetings at Crater Planning.

The Planning Manager attended the Dominion Power open house regarding planned upgrades to the 500 kV transmission lines in the Flowerdew area.



2016 New County Businesses included:

Dollar General

Vaughn's Custom Craftsmanship

Sunflower Gardens

Mid Atlantic Kidney Center

Monroe Grill

Commonwealth Truck Services

Splat Brothers Paintball

Varicose Vein Clinic

Stay Over Storage II

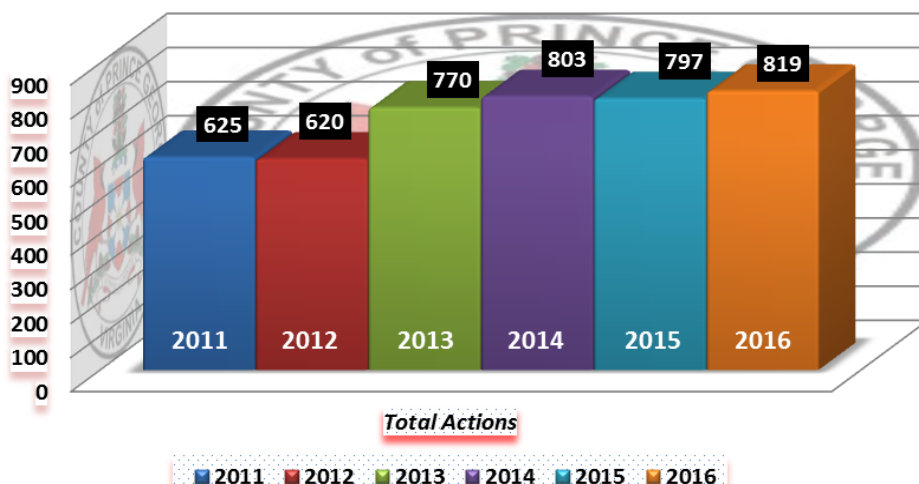
Crossroads Treatment Center

Cedar Springs Fitness

Life Empowerment Center



Planning and Zoning Work Load & Cases





2016 CIP Projects

RCJA Roof Refurbish

Route 10 Fire Station

Parks & Rec Improvements

Wireless Broadband

Fire & Life Safety Training Facility

Harrison Elem. School Roofing

Walton Elem. School Doors & Windows Replacement

Beazley Elem. School Doors & Windows Replacement

Harrison Elem. School Doors & Windows Replacement

South Elem. School Doors & Windows Replacement

Human Services Building Roof Refurbish

Vehicle Replacements

School Bus Purchases

Playground Upgrades

Sheriff's Dept. Software Upgrade

Public Safety Vehicles



PLANNING COMMISSION

In 2016, the Planning Commission reviewed the draft solar power generation facility siting policy. Staff continued to work on ordinance amendments in order to comply with newly adopted legislation by the General Assembly. Work continued on updates to the Zoning Ordinance, and work began on new illustrative efforts through a Design Standards for use by architects, developers, engineers, and surveyors that perform work in our commercial corridors and our industrial parks.

6 Rezoning cases and 2 Special Exception cases were heard by the Planning Commission this year. Some of these requests included:

- Route 10 Fire Station Site
- Jefferson Pointe Apartments
- Love's Travel Center / Arbys
- Fludd Property
- Vtipil Family Tract and Farm



The 2016 Planning Commission Members:

Joseph E. Simmons, James A. Easter, R. Stephen Brockwell, Vice Chairman
V. Clarence Joyner Jr., Chairman Alex W. Bresko, Jr.,
Floyd M. Brown, Imogene S. Elder

- Pine Ridge Mobile Home Park Expansion

- Splat Brothers Paint Ball Facility

In 2016, one Zoning Ordinance Amendments was heard before the Planning Commission:

- Jefferson Point Apartments

The Capital Improvements Plan (CIP) subcommittee was led by Chairman Joe Simmons and Vice Chairman Jim Easter, with the Community Development Department Director, Planning Manager from and the Finance Director providing staff support to the subcommittee. The CIP plan was developed and recommended to the Planning Commission and the Board of Supervisors.

BOARD OF ZONING APPEALS

The Prince George County Board of Zoning Appeals hears and decides general Appeals, acts upon Variance and certain Special Exception requests as determined by the Board of Supervisors, and hears and decides on appeals based upon decisions of the Zoning Administrator. The Board of Zoning Appeals is not authorized the power to rezone property, which can only be performed by the Board of Supervisors. Prince George County has authorized the Zoning Administrator to grant Administrative Variances for certain minor setback requirements, which reduces the BZA caseload.



In February 2016, the Board of Zoning Appeals held their 2016 Organizational Meeting and elected William D. Kreider as Chairman and Erma R. Brown as Vice-Chairwoman for 2016. They approved the 2016 Board of Zoning Appeals Meeting dates and times and approved the 2015 Board of Zoning Appeals Annual Report. Their January 25, 2016 BZA Organizational Meeting was postponed to February 22, 2016 due to inclement weather.



The 2016 Board of Zoning Appeals:

Chairman William D. Kreider

Vice Chairwoman Erma R. Brown

Carol Dois Woodward

Charles G. Leonard

Linda E. McAllister

In October of 2016, the Board of Zoning Appeals held their 2016 Work Session Meeting in the Planning Conference Room. The BZA Secretary provided general updates to the Board, and member discussions were held concerning new proffer legislation, bylaw changes and meeting times/schedule for 2017.

ENVIRONMENTAL DIVISION

The Environmental Division works with citizens, area businesses, the engineering community, and developers to maintain a balance between protection of the environment and economic growth.

The main operational functions of the division are Program Administration, Plan Review, Inspections, and Erosion/Drainage Complaint

Investigation.

The Division performs these functions to ensure compliance with the County Erosion and Sediment Control Ordinance, the Chesapeake Bay Protection Ordinance and other federal, state and local laws pertaining to erosion and sediment control and stormwater management.



ENVIRONMENTAL DIVISION HIGHLIGHTS

The new Environmental Coordinator, Justin Stauder, joined the department on November 16th.

Assisted with the implementation of the Stormwater Utility Fee program by receiving and investigating citizen complaints, referring complaints to the correct party to address, and conducting follow-up inspections as needed.

Participated in the Stormwater Local Assistance Funds (SLAF) Initial Meeting with representatives from DEQ and the Virginia Water Protection Program to discuss program requirements related to a project that was recently approved by DEQ for funding.

Wetland delineations and field survey work for the Birchett Estates & Cedar Creek stream restoration projects is completed and design work is underway.

The Director, Building Official and Environmental Coordinator attended Chesapeake Bay Preservation Act training presented by Virginia DEQ.

The Director, Planning Manager and Building Official worked with DEQ staff to assist in their ongoing Chesapeake Bay Preservation Act Local Program Compliance Review.

Permit Tech Harrison received training and began data entry of stormwater utility fee reductions/exemptions in Munis.

Visited the Hanover County Building Inspector's Office and met with Hanover County staff to discuss department policies and procedures.

Activity Totals:

691 E&SC Inspections
384 Applications Reviewed
76 AIL Permits
4 LD Permits
2 Enforcement Actions
4 Performance Bonds initiated
9 Performance bonds released
13 E&S Site Plans Reviewed
64 Complaints Investigated

2016 Notable Site Work Projects

SCM Remelt Plant

Carson Fire Station

Crossroads Quicklane

Meadows Bear Camp Rd

Smithson Fill Project

Stay Over Storage II

Eagle Preserve Sections 1&2

Meadows Section 4

Tri Cities FSER

Riverdale/Crowder Fill Project

Columbia Gas POD

Dollar General Courtland Road

Wilkinson Oil & Propane

Dominion New Bohemia

Carden Condos



BUILDING INSPECTIONS DIVISION

The Building Inspections Division is responsible for issuing permits and conducting inspections for all new construction, alterations and repairs to existing structures, removal or demolition of structures and other building operations to ensure that the proposed construction will comply with the provisions of the Virginia Uniform Statewide Building Code. The Virginia Uniform Statewide Building Code is a minimum standard for construction applicable to all jurisdictions within the Commonwealth of Virginia. The Inspections staff works closely with property owners, developers, architects, engineers from the conceptual phase of the project through construction and completion of the project.

Issuing building permits is the means to accomplish the goal of the building code; namely, to establish minimum requirements to safeguard the public health, safety, and general welfare from fire and other hazards in the built environ-



ment. Building code compliance enforcement is comprised of education, plan reviews, permit administration, inspections and enforcement of code requirements. Plan reviews are used to verify that submitted construction plans comply with the requirements of the code. Building inspections are necessary to verify the intent of the code and the requirements of the reviewed/approved plans are carried out on site. The types of required inspections vary with the type of project being completed. The number of inspections also varies with the project type, the complexity of the project, and the number of re-inspections required.

Inspections staff regularly investigates complaints regarding nuisances such as discarded materials, tall grass, outdoor storage, housing conditions, and problems with the condition of rental units. Inspections staff work closely with Zoning staff and the Police Department to achieve compliance with the Virginia Maintenance Code and the Code of the County of Prince George.

The Building Inspections Division also enforces the provisions of the Statewide Fire Protection Code, whenever inspections are requested or complaints of violations are received.

2016 Notable Projects:

Burrowsville Fire Station Addition

Crossroads Quicklane

SCM Remelt Plant Expansion

Sunflower Gardens

Carson Fire Station

Courtland Road Dollar General

Stay Over Storage II

Columbia Gas POD Station West Quaker Road

RRJ Magistrate Office Remodel

Eagle Preserve Subdivision

Brickhouse Landing Subdivision

Wilkinson Oil & Propane

Carden Condos

Tri Cities Free Standing Emergency Room

Vaughn's Custom Craftsmanship

2016 Permit Totals

Category	Permit Type	No.	Job Value
Residential Permits	New Single Family Dwellings	67	\$10,602,781.00
	Modular Single Family Dwellings	7	\$943,988.00
	Manufactured Homes	14	\$430,225.00
	Residential Special Flood Hazard Area	0	\$0.00
	Residential Additions	60	\$859,721.00
	Residential Renovations	104	\$777,411.00
	Residential Accessory Structures	73	\$1,053,412.92
Commercial Permits	Commercial New Buildings	1	\$2,288,000.00
	Commercial Additions	4	\$77,925.00
	Commercial Renovations/Alterations	22	\$904,091.00
	Commercial Accessory Structures	21	\$101,606.00
Temporary Structures	Temporary Structures	16	\$348,689.00
Demolition Permits	Residential Demolitions	20	\$48,037.00
	Commercial Demolitions	3	\$23,200.00
Auxiliary Permits	Electrical	328	\$1,888,621.00
	Plumbing	156	\$762,208.00
	Mechanical	192	\$2,412,003.00
	Fire Protection Systems	10	\$124,108.00
	Gas	120	\$173,921.00
	Water and Sewer	37	\$65,150.00
Environmental	Land Disturbance	4	\$666,322.00
	Erosion and Sediment Control	76	\$413,100.00
Special Events	Special Events	27	\$2,550.00
Permit Totals		1362	\$24,967,069.92
Inspections Made		4869	
Occupancy Certificates Issued		265	

2016 DIVISION HIGHLIGHTS

The Director and Planning Manager participated in the CIP committee meetings

The Director submitted transportation project ratings to the MPO's technical committee for RSTP funding consideration

The Director attended the Local Government Day 2016 General Assembly event, and serves as the VBCOA Legislative co-chair

The Director, Planning Manager and Building Official conducted Community Development and Code Compliance training at the Citizens Training Academy

The Director attended the Monthly Coordination meetings with VDOT

The Building Official provided Code Update Training to the Home Builders Association of Southside

The Director completed and submitted the County's application for transportation funding under the HB2 process

Inspection staff attended the VBCOA Annual School and Conference

The Director and Building Official participated in the monthly Mobile Home Park Rehabilitation Team meetings in County Administration

The Building Official participated in a VDEM Regional Listening Session on Sheltering

The Director completed the rating process of the FY17 Candidate Transportation Alternative Program projects (TAP projects) for regional funding through the Tri-Cities MPO

Staff provided and worked a Community Development informational booth at the Employee Spouse Benefit

The Director attended the Community Health Awareness Team Meetings in County Administration

The Director was elected Chair of the Tri-Cities MPO Technical Committee

The Director, Planning Manager and Building Official conducted a mock press conference with AEC team members in the EOC

The Fire Official attended the 1st Annual Virginia Fire Code Officials Summit

The Building Official attended a "When Disaster Strikes" training class by the International Code Council

Inspections staff worked closely with Group Workcamp staff and volunteer crews that were performing repairs on approximately 40 homes in the County

The Building Official visited several Workcamp construction sites with Chairman Robertson and Tom Wagstaff, President and CEO of CAPUP

Staff volunteered at various National Night Out locations throughout the County

The Director, Planning Manager and County Attorney presented Planning Area residential development options at the August 9th Board of Supervisors work session

The Director attended the VACo Strategic Sourcing Summit in Richmond

The Director attended the Health Summit Group meetings with County Administration

The Department hosted a 6-hour Virginia Rehabilitation Code training class on September 8th in the Board meeting room. The class was attended by 50 architects, fire marshals, zoning and building department personnel from various parts of the region

The Director and Planning Manager attended the Board of Supervisors Retreat and briefed the Board on residential development options and existing road design standards in the Planning Area and provided an update on current and future transportation/road projects

Inspector Estep completed the VDFP Hazmat Awareness test on December 1st to satisfy a prerequisite for the Fire Inspector course of the Virginia Fire Marshals Academy

The Director, Planning Manager and Building Official continued working with DEQ staff to assist in their ongoing Chesapeake Bay Preservation Act Local Program Compliance Review



2016 Notable Certificates of Occupancy:

*Burrowsville Fire
Station*

*Crossroads
Quicklane*

*SCM Remelt Plant
Expansion*

Sunflower Gardens

Carson Fire Station

*Courtland Road
Dollar General*

MEMBER

VBCOA

VIRGINIA BUILDING & CODE OFFICIALS
ASSOCIATION

PROPERTY MAINTENANCE & CODE COMPLIANCE DIVISION

The Code Compliance Division investigates complaints and performs inspections to ensure compliance with the Virginia Maintenance Code and the Code of the County of Prince George related to zoning, property maintenance, tall grass and discarded materials.

The County Code requires property owners and tenants to keep weeds and grass cut to a height of no more than 15 inches and to keep all exterior property areas free from discarded materials, trash, debris, litter and garbage.

The County of Prince George has adopted the Virginia Maintenance Code, Part III of the Virginia Uniform Statewide Building Code. The provisions of this part of the VUSBC pre-

scribe regulations for the maintenance and repair of existing structures and equipment.

Following receipt of a complaint and field verification of a violation, a Notice is delivered to the property owner requiring correction by a specified date. After the allotted time has passed, a follow-up inspection is performed to verify that the violation has been corrected.



CODE COMPLIANCE & PROPERTY MAINTENANCE DIVISION HIGHLIGHTS

The Code Compliance Division opened 329 new property maintenance and zoning enforcement cases during 2016. The 2016 caseload represented a 17% increase over the caseload from 2015. To date, 286 of the 329 cases have been resolved and closed. The division produced 243 enforcement documents and violation notices related to these cases. While not all complaints received result in violation notices, investigations of these complaints did result in 330 inspections of various sites and violations.

The Building Official, County Attorney and Inspector Estep met with representatives from Shodon Properties, owner of Country Aire MHP, to discuss violation notices for the 21 unoccupied trailers in Country Aire MHP that were posted as Unfit for Habitation. Inspector Estep also met with the property managers on site to perform additional inspections and provide detailed violation information for the 21 trailers.

Inspector Estep completed general maintenance assessments of all mobile home parks in the County to assist in prioritizing continued code enforcement activities throughout the County.

The Building Official and Property Maintenance Inspector visited several areas of the County with the County Administrator and Community Policing personnel to evaluate property maintenance and inoperable vehicle enforcement progress and priorities.

The Deputy County Administrator, Building Official, Lt. Burroughs and Libby Vinsh attended the Virginia Mobile Home Park Coalition Symposium at the VHDA Virginia Housing Center.

The Building Official attended the Manufactured Home Park Forum held at the PG Library.



2016 Code Compliance Totals:

259 Complaints

329 Total New Cases

68 Tall Grass Complaints

34 Violations abated by County resources

203 Notices of Violation

34 Correction Notices

6 Unsafe Notices

243 Total Notices

330 Inspections

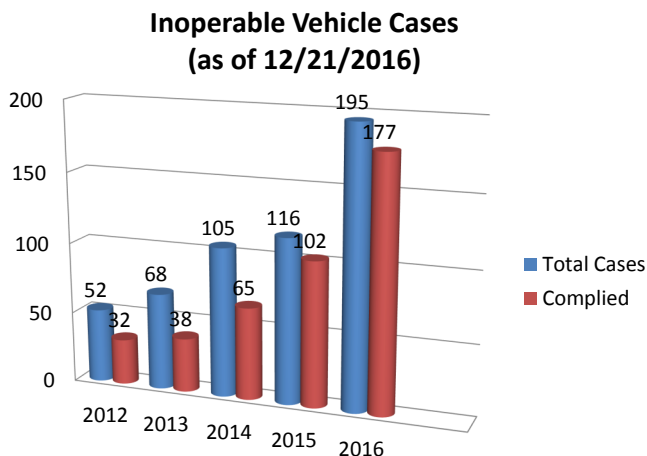
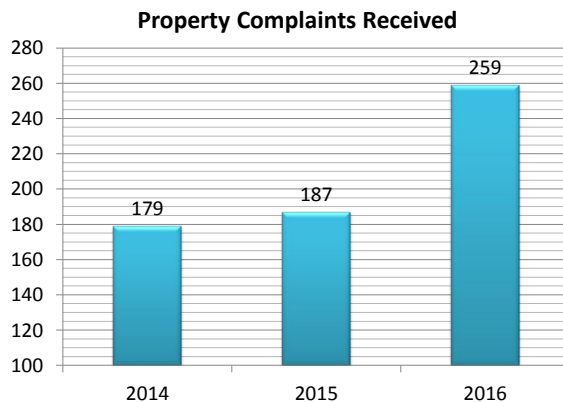
20 Residential Structures Demolished

3 Commercial Structures Demolished

7 Court Hearings

2016 SPECIAL EVENT PERMITS:

- Colonial Harley Davidson Spring Open House (April 23rd)
- Appomattox Boat Harbor benefit the Brainstorm 2020 Foundation
- 2016 Woman's Club Community Day at Scott Park (May 7th)
- Eagle Pines Falconry event at Colonial Harley Davidson (May 7th)
- 2016 Harbor Blast Concert Series at Appomattox Boat Harbor
- Prince George Rotary Scholarship Picnic (May 11th)
- Spirit of Freedom Ride and event at Colonial Harley Davidson (May 21st)
- Crossroads Cars Annual Customer Appreciation event (May 21st)
- Home Builders Association of Southside Virginia Annual Shrimp and Fish Fry (June 16th)
- Spirit of Freedom event at Colonial Harley Davidson – Rescheduled (July 2nd)
- Home Builders Association of Southside Virginia Crab Feast at their Corporate Road office (Sept 23rd)



2016 Housing Facts:

According to the Richmond Times Dispatch, Home sales in central Virginia — a region made up of Richmond, the Tri-Cities and 12 surrounding counties — totaled 17,979 in 2016, rising in every quarter last year for a 7.7 percent increase from 2015, according to the report.

The median sales price for the region was \$225,000, a 3.7 percent increase from the previous year. Regional prices have increased for five consecutive years.

Within the Tri-Cities submarket, home sales in Prince George County rose 37 percent in the fourth quarter from the same period in 2015, marking the third consecutive quarter of double-digit sales growth.



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Online Services:

- *Apply for a permit*
- *Check permit status*
- *Request an inspection*
- *Search department public records*
- *Make payments*
- *Make a Code Enforcement complaint*
- *Search Code Enforcement cases*



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DEPARTMENT ACTIVITY SUMMARY

The Department performs a variety of reviews, permitting, inspections and enforcement actions in each division. While activities have been detailed for each division individually, below is a brief summary of activity totals across the entire department.

4495 Applications, Submittals and Investigations (8.9% increase from 2015)

- 1430 Permit Applications
- 460 Zoning approval requests
- 282 Zoning Certificates issued
- 259 Complaints investigated
- 243 Enforcement Actions
- 7 Court Hearings
- 41 Subdivision Plats and Site Plans
- 9 PNZ cases submitted
- 80 Land disturbing and E&SC app.
- 1684 Construction Plan Reviews

5984 Inspections (9% increase from 2015)

- 4,869 Building Inspections
- 330 Code Compliance, Zoning, Property Maintenance Inspections
- 691 Environmental Inspections
- 24 Planning Inspections



2016 GOALS ACHIEVED

Each year, our department develops a list of goals to achieve that are above and beyond our normal department daily activities. The following is a list of some of the major goals we achieved in 2016:

- Completed DEQ compliance review and audit
- Secured contractors and developed contracts related to stormwater projects
- Provided a minimum of 24 hours of training for each employee
- Digitized available construction plans for County buildings
- Developed and submitted application for HB2 road project at Rt. 460 & Bull Hill Rd.
- Hosted regional contractor and customer training opportunities on the new VA Rehabilitation Building Code
- Continued implementation of Property Maintenance Cleanup Plan
- Monitor Storm Water projects
- Revised and updated Special Exception requirements related to ownership of property
- Presented design guidelines for the new development standards Ordinance to Board of Supervisors
- Developed a public outreach program to inform citizens about effective practices in normal home maintenance activities to reduce pollution from storm water runoff
- Assisted with the continued development of recreational facilities and parks (parking lot expansions, Scott Park, Appomattox River Regional Park, Central Wellness Center).
- Advanced the capital improvement plan process
- Develop a policy to utilize energy efficient and "dark sky" compliant outdoor light fixtures for new developments
- Developed Fire Safety & Evacuation Plans for all County buildings
- Monitored VDOT improvement projects
- Developed a draft Zoning Sign Ordinance amendment with the County Attorney and the Sign Ordinance committee, per recent Supreme Court ruling
- Created
- Provided training to members of the Home Builders Association of Southside VA
- Created an informational packet for new construction homeowners
- Participated on the Mobile Home Park Rehabilitation Team

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