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CDCC Divisions:

Building Inspections

Planning & Zoning

Environmental

Code Compliance



Prince George County Community Development & Code Compliance

2017 ANNUAL REPORT

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.



Meet the Staff

During 2017, we welcomed several new members to our team. Horace Wade, Sherri Bowman, Angela Blount, Stephanie Early and Missy Smith all bring years of technical and customer service experience to our department. 2017 Staff members include:

Julie C. Walton
Director

Vacant
Deputy Director/Building Official

Horace Wade, III
Planner I

W. Reed Martin
Plans Reviewer

Mark Pond
Building Inspector

Stephanie Early
Permit Technician I

Vacant, Permit Technician II

Douglas Miles
Planning Manager/Zoning Administrator

Sherri Bowman
Office Manager

Angela Blount
Environmental Program Coordinator

Brian Estep
Building Inspector/Code Enforcement

Charles Harrison, III
Building Inspector

Missy Smith
Planning Office Associate II



Planning & Building A Better Community



2017 Planning Totals

12 Major Site Plans

6 Subdivision Plats

13 Family Division Plats

*18 Boundary Line
Adjustment Plats*

*1 Multi-lot Residential
Subdivision*

2 Survey Plat Reviews

*242 Home Occupation
and Professional Business
Zoning approvals*

6 Special Exception Cases

1 Zoning Case Admt.

12 Second Dwellings

266 Zoning Certificates

*326 Building Permits re-
viewed*

25 Zoning Inspections



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 25 zoning site inspections related to cases during 2017. Also in 2017, 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 2017 Highlights

The Director and Planning Manager attended the Board of Supervisors Retreat Meeting at the Hopewell – Prince George Visitor's Center to discuss land development options and utilities availability.

The Planning Manager attended the Quarterly Planning Directors Meetings on Chesapeake Bay DEQ updates and discussions on the potential Appomattox River Trail connection to the Virginia Capital Trail on Route 5.

The Planning Manager, along with the Board Chairman and County Administrator attended a Coalition of High Growth Communities proffers training seminar on June 23rd in the Town of Culpeper.

The Director and Planning Manager conducted the Planning Commission's CIP - Utilities Expansion subcommittee along with Finance and Utilities Staff members where current Utility projects were ranked for potential funding in future years.

The Planning Manager continued to serve on the Virginia Association of Zoning Officials (VAZO) Executive Committee in 2017 as the Regional Director for the Richmond and Tri-Cities Area. As the Regional Director, he assists area zoning staff members with educational credits to maintain a CZO, Certified Zoning Official or a CZA, Certified Zoning Administrator certification. VAZO legal training sessions keep area staff members current on Virginia State Code requirements and any changes as they relate to both the BZA and Planning Commission.

VAZO Regions 6 & 7 conducted regional training on March 3, 2017 at the Belmont Recreational Training Center in Henrico County on subdivision performance bonds, securing stormwater BMPs, VDOT commercial and residential road acceptance process, and the siting requirements for utility scale solar energy facilities.

Planning Division Highlights Continued

VAZO also conducted training on Short Term (Air BnB) Rentals and other legislative updates, a residential solar energy efficiency installation process presentation by a solar Class A contractor, hotel long term occupancy enforcement, and the Town of Ashland's enforcement partnerships with local and state agencies.

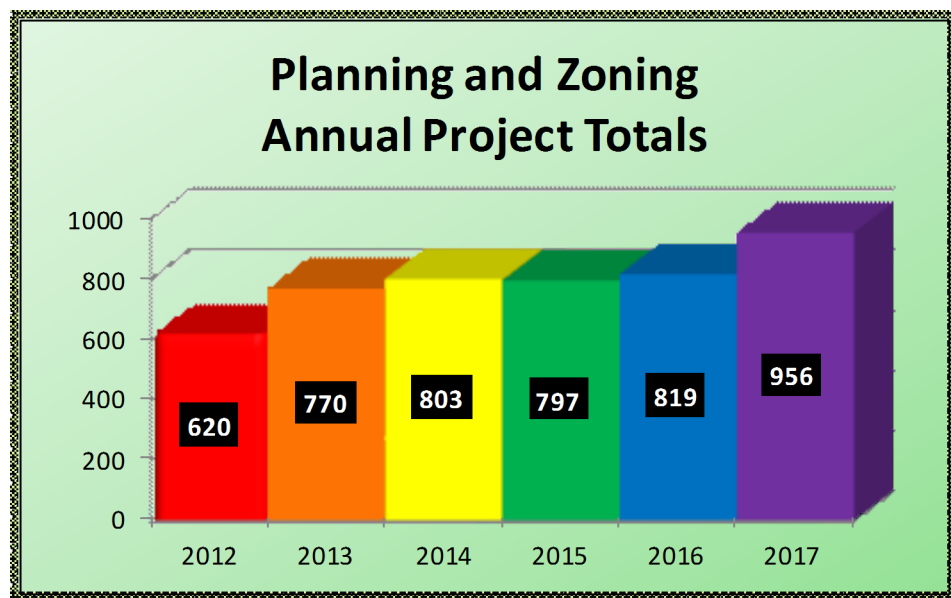


The Director, Planning Manager, Planner, and Environmental Program Coordinator began compliance measures for the Chesapeake Bay Preservation Act by amending development ordinances, creating the County's Septic-Pumpout Program and identifying areas to change within the County's Adopted Comprehensive Plan.

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

The Planning Manager began work on developing ordinance changes to facilitate timely public road completion in new subdivisions to be accepted into the state road system.

As the below annual comparison chart shows, development continues to increase in Prince George. We are excited to see an abundance of new growth and development happening in our County!



2017 New County Businesses

Tri-Cities ER Center

*Luca Italian
Restaurant*

Big Lots!

The Barns of Kanak

Sebera's Citgo Store

*Heaton's Garden
Center*

*Commonwealth
Dentistry*

NAPA Auto Parts

*Mike's Lawn &
Landscape Service*

*New England Marine
Seafood Packaging*



PLANNING COMMISSION

Six Special Exception cases were heard by the Planning Commission this year.

These requests included:

- True2Life Taxidermy
- NEV Solar Energy
- Barns of Kanak
- The Stodola Barn
- Skyway Towers
- Sheetz Car Wash



*The 2017 Planning Commission Members:
Joseph E. Simmons, Vice-Chairman James A. Easter,
R. Stephen Brockwell, Chairman V. Clarence Joyner Jr.,
Alex W. Bresko, Jr., Floyd M. Brown, and Imogene S. Elder*

In 2017, three Zoning Ordinance Amendments and one Subdivision Ordinance Amendment were heard before the Planning Commission.

The Capital Improvements Plan (CIP) subcommittee was led by

Chairman Simmons and Vice Chairman Easter, with the Community Development Department Director, Planning Manager, Planner, and the Finance Director providing staff support to the subcommittee. The CIP plan was developed and recommended for approval 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 Variances 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 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 case-load.

In January 2017, the Board of Zoning Appeals held their 2017 Organizational Meeting and elected Erma R. Brown as Chairwoman and Charles G. Leonard as Vice-Chairman for 2017. They approved the 2017 Board of Zoning Appeals Meeting dates and times and approved the 2016 Board of Zoning Appeals Annual Report.

In November of 2017, the Board of Zoning Appeals approved a Variance for the height of a 199' telecommunications tower. The Board of Zoning Appeals also began to review their revised by-laws that would be completed at their January 2018 Organizational meeting.

2017 CIP Projects

*New Walton
Elementary School*

*New Beazley
Elementary School*

*Scott Park Water &
Sewer*

*Carson Fire Sub-
Station Renovations*

*Real Estate
Assessment Software
Replacement*

*Fire & EMS Station
Wells Station Road*

*PG Fire Station #1
Renovations*

*Fire & EMS Opticom
System*

Police Boat

*PGHS Renovation &
Addition*

*Jefferson Park Fire
Station Relocation*



*The 2017 Board of Zoning Appeals:
Vice-Chairman—Charles G. Leonard
Chairwoman—Erma R. Brown
William D. Kreider, Linda E. McAllister,
and Carol Dois Woodward*

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,



Prince George County Community Center
Parking Lot Expansion—Old Stage Road

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.



Love's Travel Center—County Drive

Environmental 2017 Division Highlights

The new Environmental Program Coordinator, Angela W. Blount, joined the department in August 2017.

The Environmental Program Coordinator has assisted the department with plan reviews, inspections, stormwater management and citizen complaints. As a part of the Site Plan Team, she has also worked closely with other state and local agencies including the Department of Environmental Quality, Department of Transportation and Virginia Department of Health to lend support for both residential and commercial projects for the county.

The Environmental Division continues to conduct approval reviews for wetland delineations and field surveys for a number of areas throughout the county, especially in the Chesapeake Bay Protection Area. The Division also

continues to work with the implementation of the Stormwater Utility Program.



The Director, Planning Manager, Planner and Environmental Program Coordinator have diligently worked with DEQ, VDH and USDA Staffs for the ongoing Chesapeake Bay Preservation Act Local Program Compliance Review.

As we move forward in 2018, the department is in the final stages of preparation for the start of its Septic Pump out/Inspection Program.

2017 Notable Site

E&SC Projects

Metl Span Expansion

Love's Travel Center

Luca Italian Restaurant

Prince George County Community Center Parking Lot Expansion

Oakley Tank Lines Star Express

Lake Harley Right-In/Right-Out

Lake Harley Advantage Drive

Quality Property Industrial Improvements

Sun Pine Ridge MHP Expansion Project

Verizon —Fairwood Road Cell Tower

T-Mobile—Oaklawn Boulevard Cell Tower

Activity Totals:

1470 E&SC Inspections

459 Applications Reviewed

89 AIL Permits

23 LD Permits

1 Enforcement Action

6 Performance Bonds initiated

2 Performance Bonds released

16 E&SC Site Plans Reviewed

54 Complaints Investigated

2017 Notable Projects*Love's Travel Center**Luca Italian Restaurant**Star Express**Sun Pine Ridge MH**Metl Span**NAPA Auto Parts**The Barns of Kanak**Ft. Lee Credit Union**Big Lots!*2017 Notable C.O.s*Tri-Cities ER Center**Big Lots!**The Barns of Kanak**Ft. Lee Credit Union**Food Lion Renovation**Perkinson Construction
Modular Office**Destination Church
Expansion**Nanny's Restaurant
Addition and Renovation***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 environments. 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.



Luca Italian Restaurant

Building Construction and Inspections

2017 PERMIT TOTALS

CATEGORY	PERMIT TYPE	NUMBER	JOB VALUE
RESIDENTIAL PERMITS	NEW SINGLE FAMILY DWELLINGS	96	\$14,687,927
	MODULAR SINGLE FAMILY DWELLINGS	4	\$361,958
	MANUFACTURED HOMES	39	\$1,279,612
	RESIDENTIAL SPECIAL FLOOD HAZARD AREA	0	\$0
	RESIDENTIAL ADDITIONS	122	\$1,762,711
	RESIDENTIAL RENOVATIONS	48	\$636,370
	RESIDENTIAL ACCESSORY STRUCTURES	56	\$760,945
COMMERCIAL PERMITS	COMMERCIAL NEW BUILDINGS	12	\$5,372,885
	COMMERCIAL ADDITIONS	1	\$83,000
	COMMERCIAL RENOVATIONS/ALTERATIONS	22	\$3,301,165
	COMMERCIAL ACCESSORY STRUCTURES	5	\$103,702
TEMPORARY STRUCTURES	TEMPORARY STRUCTURES	9	\$12,380
DEMOLITION PERMITS	RESIDENTIAL DEMOLITIONS	14	\$48,700
	COMMERCIAL DEMOLITIONS	6	\$118,200
AUXILIARY PERMITS	ELECTRICAL	332	\$3,165,023
	PLUMBING	173	\$1,192,472
	MECHANICAL	230	\$3,113,760
	FIRE PROTECTION SYSTEMS	17	\$391,490
	GAS	94	\$80,299
	WATER AND SEWER	40	\$135,000
ENVIRONMENTAL	LAND DISTURBANCE	13	\$2,243,086
	EROSION AND SEDIMENT	89	\$350,385
SPECIAL EVENTS	SPECIAL EVENTS	31	\$2,350
	Total All Permits	1453	\$39,203,419
	INSPECTIONS MADE		5174
	OCCUPANCY PERMITS GRANTED		266



Love's Travel center

PROPERTY MAINTENANCE & CODE COMPLIANCE DIVISION

2017 Code Compliance Totals:

196 Complaints

312 Total New Cases

73 Tall Grass Complaints

16 Violations abated by County resources

168 Notices of Violation

22 Correction Notices

24 Unsafe Notices

214 Total Notices

526 Inspections

14 Residential Structures Demolished

6 Commercial Structures Demolished

2 Court Hearings

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 prescribe 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 Division

The Code Compliance Division opened 312 new property maintenance and zoning enforcement cases during 2017. To date, 278 of the 312 cases have been resolved and closed. The division produced 214 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 526 inspections of various sites and violations.



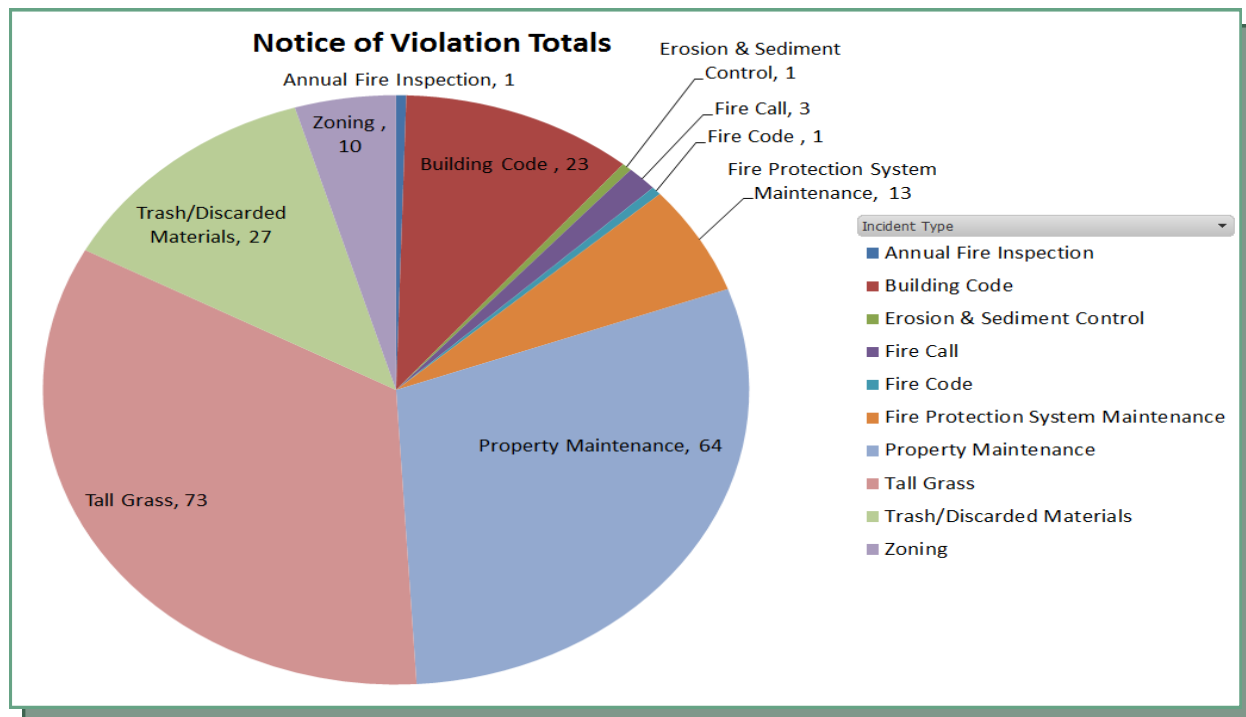
Inspector Estep continued working with Shodon Properties in the Country Aire Mobile Home Park with the violation notices of the abandoned trailers. To date, Shodon Properties has removed 10 abandoned trailers from the property.

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.

Code compliance has continued to work with the Community Policing division. Together we are continuing the clean up effort to improve property conditions throughout the county.

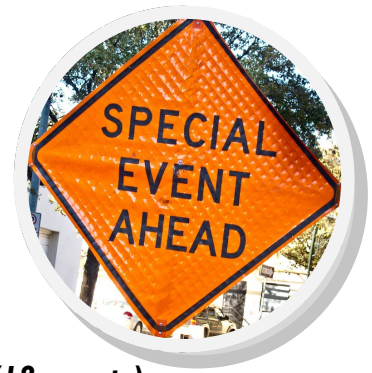
Code Compliance, through the court system, has successfully had the owner demolish the structures formerly known as the Knight Inn Near Exit 41.





2017 SPECIAL EVENT PERMITS:

- Colonial Harley Davidson Spring Fling Open House
- Southern Nights Cruisers Event
- Central VA Musicians Jam
- Prince George Rotary Scholarship Picnic
- Renegade River Jam
- 2017 Harbor Blast Concert Series at Appomattox Boat Harbor (18 events)
- Crossroads Annual Customer Appreciation Event
- Colonial Harley Davidson Benefit Poker Run
- Cato Foundation Fundraiser Event
- Central Virginia Musicians Jam
- Brotherhood of Honor Event
- ABH Crab Feast
- Pork Butt Festival
- Hogs for the House Event
- Virginia Czech & Slovak Folklife Festival
- Day of Prayer Event
- Autism Poker Run
- Hopewell Hunt Club Seafood Bash
- Destination Halloween Event
- Michael & Assoc. Birthday Bash
- Home Builders Association of Southside Virginia Crab Feast



We're on the Web!
epermits.princegeorgeva.org



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*



epermits.princegeorgeva.org

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.

4,663 Applications, Submittals and Investigations

- 1453 Construction Permit Applications
- 606 Zoning approval requests
- 266 Zoning Certificates issued
- 250 Complaints investigated
- 214 Enforcement Actions
- 2 Court Hearings
- 52 Subdivision Plats and Site Plans
- 7 Zoning cases submitted
- 459 Land Disturbing and E&SC Applications
- 1356 Construction Plan Reviews

6,817 Inspections

- 5,174 Building Inspections
- 526 Code Compliance, Zoning, Property Maintenance Inspections
- 1,048 Environmental Inspections
- 25 Planning Inspections
- 29 Inspections for Other Localities
- 15 Fire Incident Inspections

2017 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 2017:

- Completed the DEQ compliance review and audit
- Provided a minimum of 24 hours of training for each employee
- Monitored Storm Water projects and worked closely with VDOT on drainage easement concerns
- Monitored VDOT improvement projects
- Developed a draft Zoning Sign Ordinance amendment with the County Attorney and the Sign Ordinance committee
- Worked on an analysis of potential Rezoning of the Wellness Center Property
- Selected and procured a new Planning/Inspection/Code Compliance Software System
- Monitored Mobile Home Park Rehabilitation efforts
- 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
- Identified potential transportation projects and facilitated engineering study for Smart Scale Application
- Developed a new Erosion & Sediment Control Bond Estimate Policy and Guidelines
- Continued working with Developer & VDOT to bring streets in the Brickhouse Landing Subdivision into the VDOT system
- Developed Ordinances and Comprehensive Plan revisions for the Chesapeake Bay Preservation Act

**MISSION:
 ACCOMPLISHED!**